



FAS Applications, Maintenance and Enhancements (FAME)

Asset & Transportation Management Division Federal Motor Vehicle Registration System User Manual

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1 Introduction

This chapter contains Background information, Security Requirements, and Contact information.

1.1 Application Background

In accordance with existing requirements, GSA must maintain a database of vehicle information on all vehicles registered to federal government agencies. Beginning with the 2009 ordering year the Federal Motor Vehicle Registration System (FMVRS) began collecting information on new vehicles at their ordering point in the Requisitions, Ordering and Documentation System (ROADS) and on new tag production from the UNICOR system. This information, which includes the Vehicle Identification Number (VIN), Tag Number, and Contact information for each vehicle, is stored in the FMVRS database.

1.2 Security Requirements

Security Requirements include the following:

- Users are distinguished by Agency, Bureau, and Office and can only access information for their own Agency/ Bureau.
- Users will be locked out after three consecutive, unsuccessful login attempts.
- User IDs are 7 characters in length, as follows:
 - Characters 1 and 2 will be the user's Agency
 - Characters 3 and 4 will be the user's Bureau
 - Characters 5 – 7 should be the user's initials
- Three types of users are defined:
 - **Super-User:** Super-User permission level will be the highest permission level and will be for GSA Fleet/OGP/etc. administrators that require access to all Agencies and Bureaus. A Super User:
 - Should be able to create users in any Agency/Bureau and define permission level.
 - Can be either read or read/write for record access.
 - Privilege option for modifying users (create user/reset pass).
 - **Master-User:** Master permission level will be the second highest level and is intended for Agency administrators. A Master User:
 - Should allow the user to create and distribute LIDs to others in any Bureau within the Agency (at or below "Master" or "User" level).
 - Can be either read or read/write for record access.
 - Can be given upload permission.
 - Privilege option for modifying users (create user/reset pass).



- **User:** User permission level will be the lowest level. A User:
 - Has Agency access by default but can be restricted at the Bureau level.
 - Has Read permission by default.
 - Can be given upload permission.

1.3 Contact Information

For technical assistance with the FMVRS application, contact the GSA Fleet Technical Support Team by phone or email.

Hours of Operation:

8:00 a.m. – 7:00 p.m. EST (M – F)

Contact Information:

Phone (Toll free): 1-866-472-6711

Email: gsafleet@gsa.gov

For questions or concerns about policy issues related to the FMVRS, contact the GSA Office of Governmentwide Policy.

Contact Information:

Email: Vehicle.Policy@gsa.gov

Phone or email Karl Wolfe @ (202) 219-0446/ karl.wolfe@gsa.gov

For questions or concerns about license plate production or orders, contact UNICOR.

Contact information:

Dwayne Brennan @ (301) 784-1000, extension 3011/ dbrennan@central.unicor.gov.

2 Logging In

This chapter describes how to access the FMVRS web page and how to log in to the system.

2.1 FMVRS Home Page

This section describes the functionality of the FMVRS Home Page.

To access the FMVRS Home Page:

1. Enter the following URL in your internet browser: **fmvrs.fas.gsa.gov**.

The **FMVRS Home Page**, shown in Figure 2-1, will be displayed.

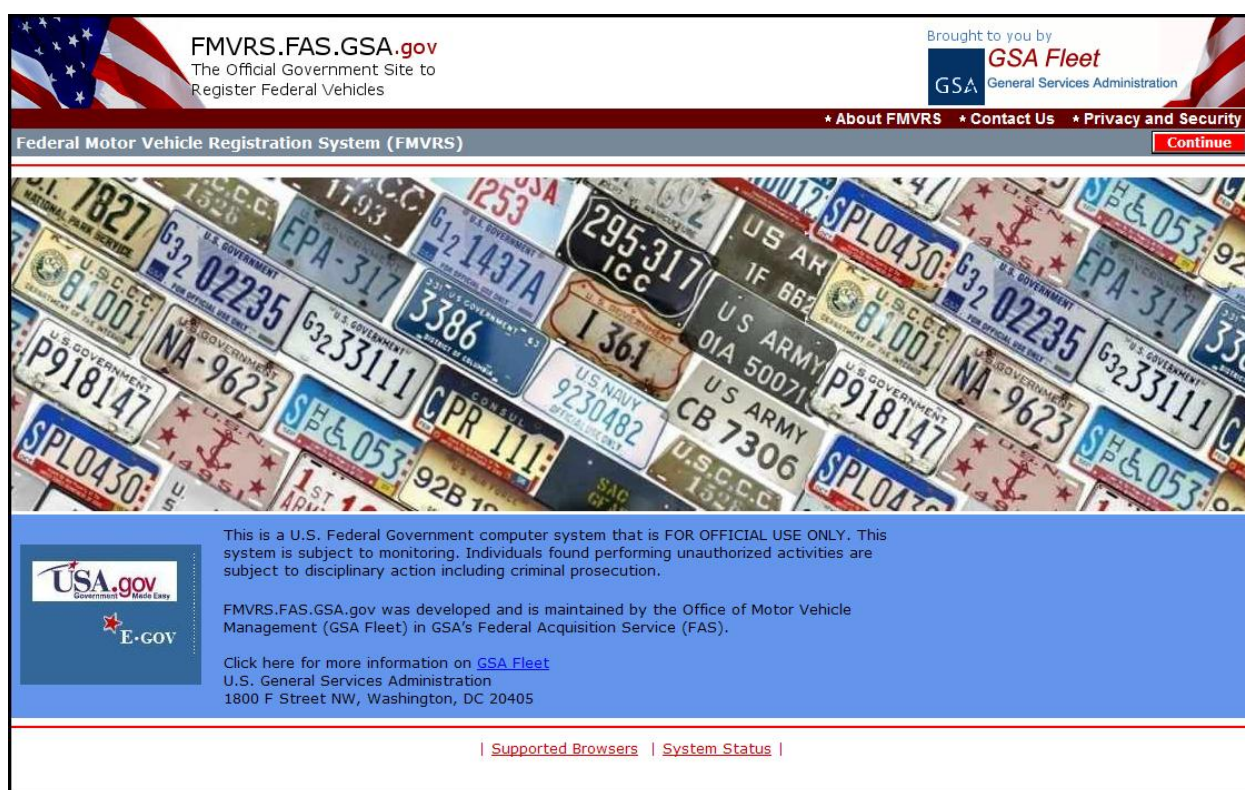


Figure 2-1. FMVRS Home Page

2. **To view information about FMVRS:** Select the **About FMVRS** link.
3. **For technical assistance with the FMVRS application:** Select the **Contact Us** link.
4. **For privacy and security information:** Select the **Privacy and Security** link.
5. **For information related to the status of the system:** Select the **System Status** link at the bottom of the screen.

2.2 Logging in to FMVRS

When you log in to FMVRS for the first time, the My Account screen will be displayed, and you will be required to update your account information and change your password. On subsequent logins, the Main Menu will be displayed.

The Main Menu contains the following sections:

- **Vehicles Menu:** This module allows you to manage vehicles and VINs.
- **Security Menu:** This module allows you to manage User accounts.
- **Reports Menu:** This module allows you to generate various reports.
- **License Plates Menu:** This module allows you to manage License Plate records.

2.2.1 Logging in to FMVRS for the First Time

This section describes how to log into FMVRS if you have recently obtained a new user account and have not logged in before. (Before you can log in, you must obtain a User ID and Password from your Agency Fleet Manager.)

To log in to FMVRS for the first time:

1. Access the FMVRS Home Page, as described in Section 2.1: FMVRS Home Page, and select the **Continue** button.

The **Login** screen, shown in Figure 2-2, will be displayed.

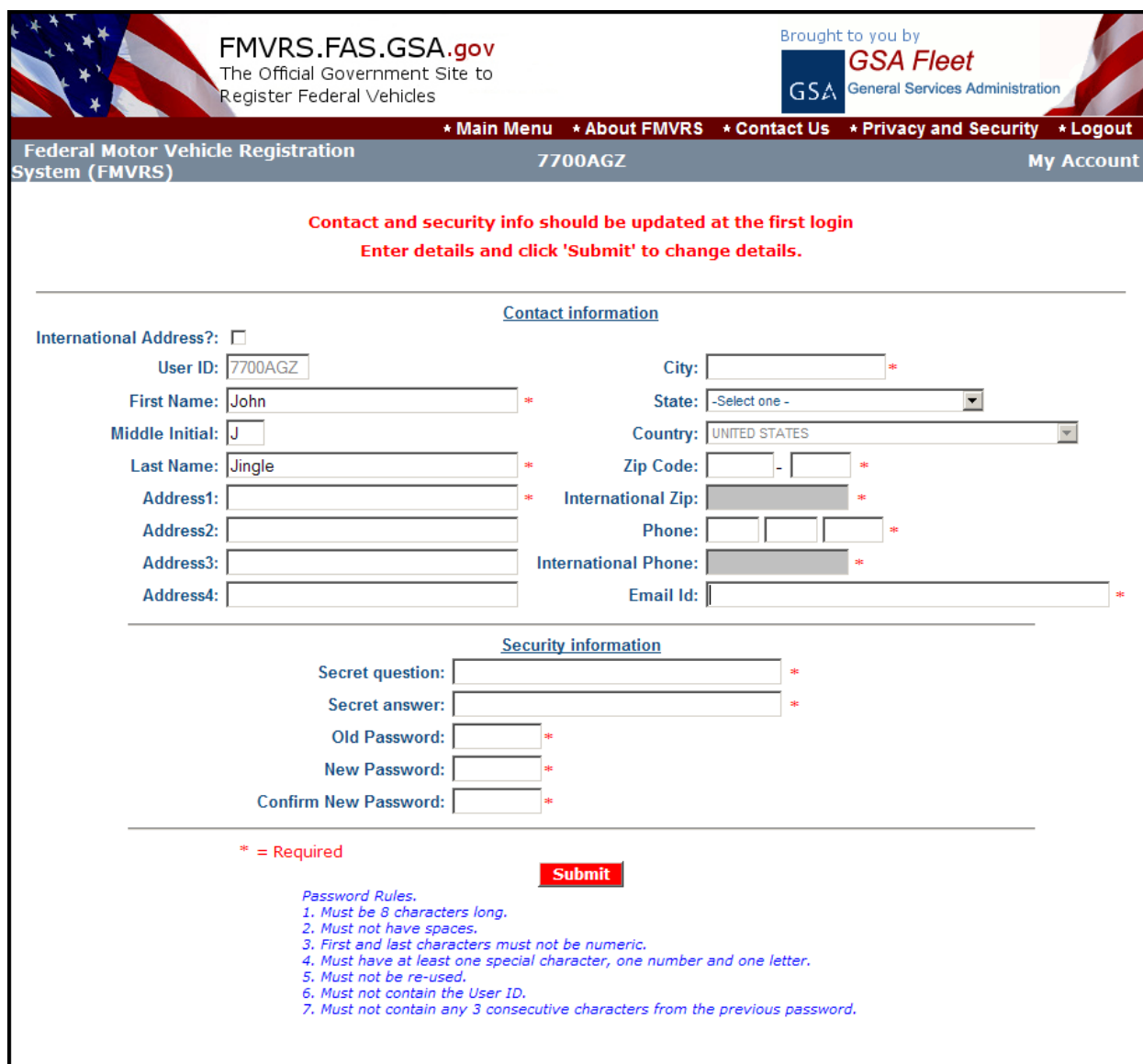


Figure 2-2. Login screen

2. Enter your **User ID** and **Password**, and select the **Sign In** button. (If you do not have a User ID and Password, contact your Agency Fleet Manager.)

The **User Account** screen, shown in Figure 2-3, will be displayed, and you will be prompted to enter your account information and change your password.

(See the Section 4.1: My Account for instructions on updating your account information.)



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* Main Menu * About FMVRS * Contact Us * Privacy and Security * Logout

Federal Motor Vehicle Registration
System (FMVRS) 7700AGZ My Account

Contact and security info should be updated at the first login
Enter details and click 'Submit' to change details.

Contact information

International Address?: ☐

User ID: 7700AGZ

City: *

State: -Select one -

Country: UNITED STATES

Zip Code: *

International Zip: *

Phone: *

International Phone: *

Email Id: *

First Name: John *

Middle Initial: J

Last Name: Jingle *

Address1: *

Address2: *

Address3: *

Address4: *

Security information

Secret question: *

Secret answer: *

Old Password: *

New Password: *

Confirm New Password: *

* = Required

Submit

Password Rules.

1. Must be 8 characters long.
2. Must not have spaces.
3. First and last characters must not be numeric.
4. Must have at least one special character, one number and one letter.
5. Must not be re-used.
6. Must not contain the User ID.
7. Must not contain any 3 consecutive characters from the previous password.

Figure 2-3. User Account

3. Update the required fields and then select the **Submit** button.

The message “**User data changed**” will be displayed – shown in Figure 2-4.

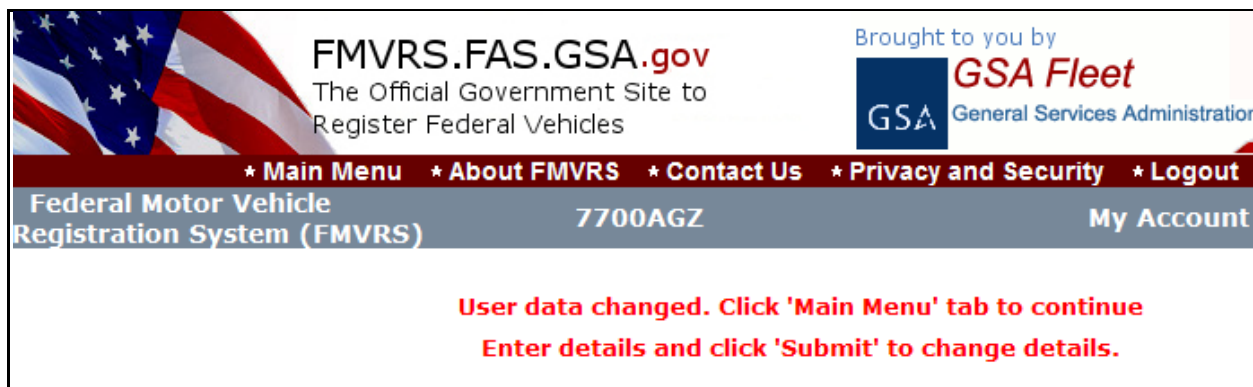


Figure 2-4. User Data Changed

4. Once your account information has been updated, select the **Main Menu** link at the top of the screen to continue.

2.2.2 Logging in to FMVRS

This section describes the normal procedure for logging in to FMVRS. If you are a First Time User, see section 2.2.1 **Logging in to FMVRS for the First Time**.

To log in to FMVRS:

1. Access the FMVRS Home Page, as described in Section 2.1: FMVRS Home Page, and select the **Continue** button.
The **Login** screen, shown in Figure 2-2, will be displayed.
2. Enter your **User ID** and **Password** and select the **Sign In** button. (If you don't know your password, select the Forgot Password? link and refer to Section 2.3: **Forgot Password**.)
The **Main Menu**, shown in Figure 2-5, will be displayed. (The User ID of the logged in user will be displayed at the top of the page.)

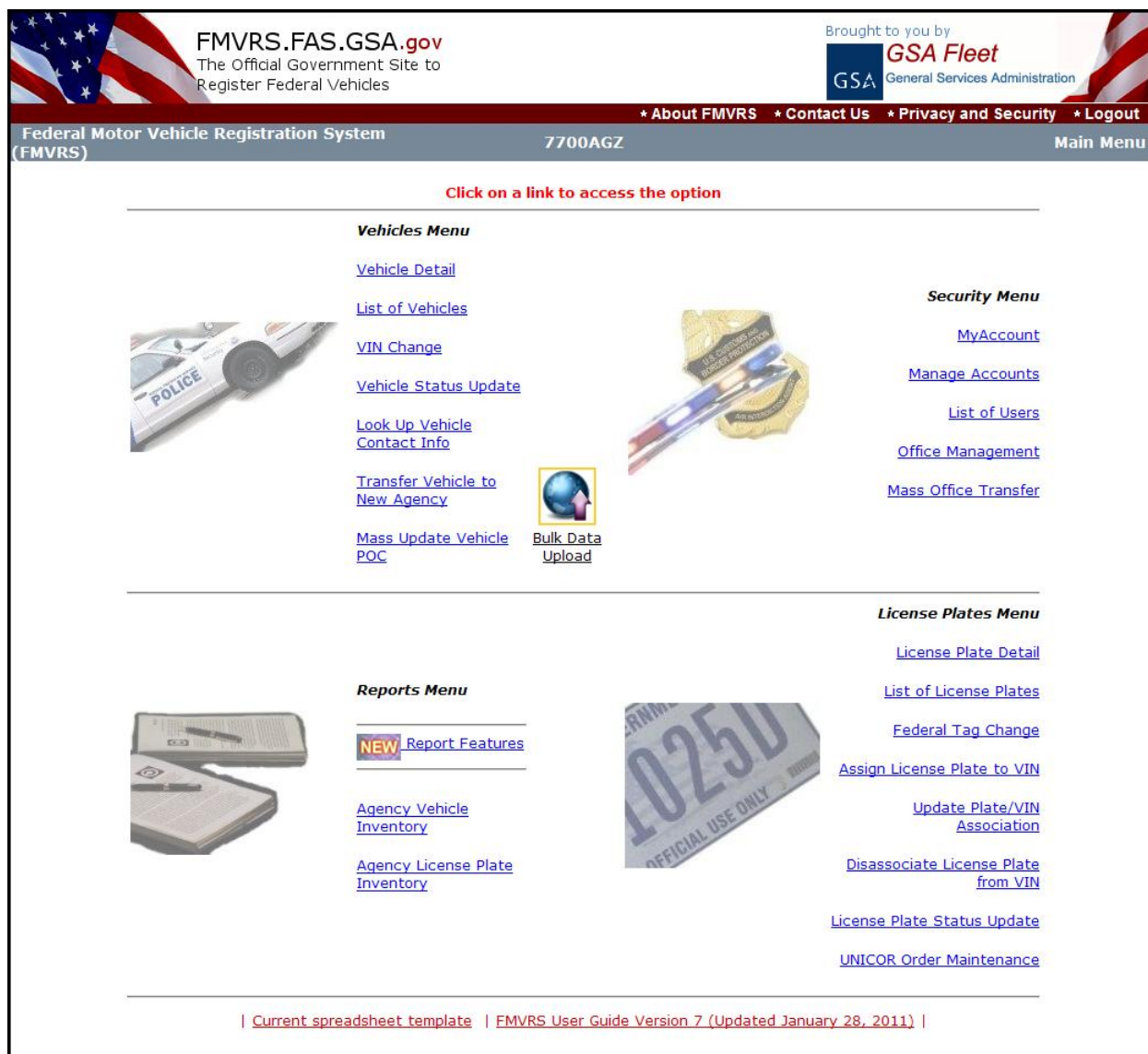


Figure 2-5. Main Menu

The Main Menu screen contains the following links at the bottom of the screen:

- **Current Spreadsheet template** – Opens the current spreadsheet template in Excel. (The Current Spreadsheet template is used to enter vehicle data for multiple vehicles if you want to perform a bulk upload.)
 - **FMVRS User Guide** – Opens the most current version of the user guide.
3. To perform a bulk upload of vehicle information, refer to Appendix C: **Agency Upload Supplement**.

2.3 Forgot Password

This section describes how to retrieve your password.

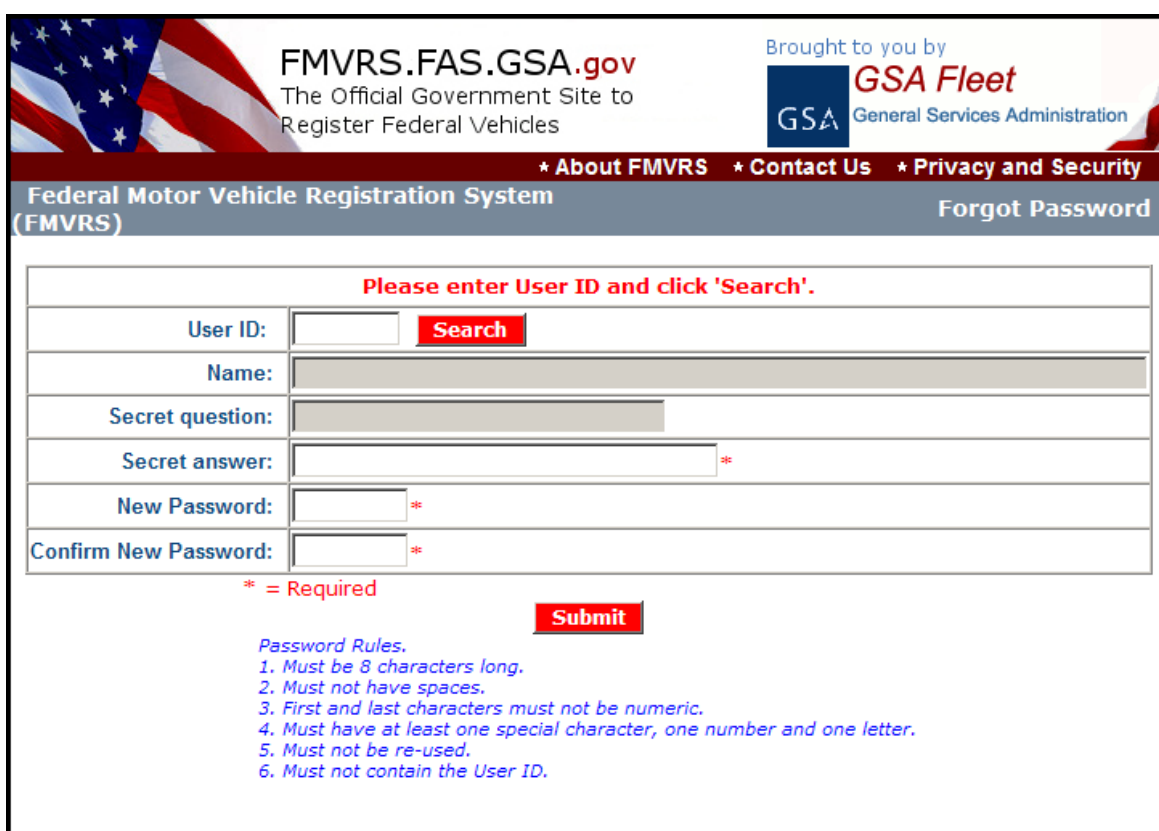
To retrieve your password:

1. Access the FMVRS Home Page, as described in Section 2.1: FMVRS Home Page, and then select the **Continue** button.

The **Login** screen, shown in Figure 2-2, will be displayed.

2. Select the **Forgot Password?** link.

The **Forgot Password** screen, shown in Figure 2-6, will be displayed.



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**Federal Motor Vehicle Registration System
(FMVRS)** **Forgot Password**

Please enter User ID and click 'Search'.

User ID: **Search**

Name:

Secret question:

Secret answer: *

New Password: *

Confirm New Password: *

* = Required

Submit

Password Rules.
 1. Must be 8 characters long.
 2. Must not have spaces.
 3. First and last characters must not be numeric.
 4. Must have at least one special character, one number and one letter.
 5. Must not be re-used.
 6. Must not contain the User ID.

Figure 2-6. Forgot Password

3. Enter your **User ID** and select the **Search** button.

The Name and Secret Question fields will be populated.

4. Enter your **Secret Answer**.

5. Enter and confirm your new password—following the Password Rules at the bottom of the page—and then select the **Submit** button.’

Your password will be changed and an email will be sent to your email address informing you that your password has been changed.



3 Vehicles Menu

This chapter allows a user to perform functions related to the management of vehicles and VINs.

The Vehicles Menu contains the following sections:

- **Vehicle Detail:** Allows a vehicle record to be added or modified.
- **List of Vehicles:** Allows a list of vehicle records for your agency displayed.
- **VIN Change:** Allows a VIN to be modified.
- **Vehicle Status Update:** Allows a vehicle status to be updated.
- **Look Up Vehicle Contact Info:** Allows a user to look up contact information for any vehicle registered in FMVRS, regardless of which agency it belongs to.
- **Transfer Vehicle to New Agency:** Allows an Agency/Bureau to transfer a vehicle to another Agency/Bureau.
- **Mass Update Vehicle POC:** is used to update point of contact (POC) information for multiple vehicles.

3.1 Vehicle Detail


Vehicle Detail allows you to add a new vehicle record and to modify Vehicle Information and Customer Contact Information for an existing record.

To add a new record:

1. Access the FMVRS Main Menu, as described in Section 2.2: Logging in, and then select the **Vehicle Detail** link in the **Vehicles Menu** module.


The **Vehicle Detail** screen, shown in Figure 3-1, will be displayed.






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Federal Motor Vehicle Registration System (FMVRS) **7700AGZ** **Vehicle Detail**

Tag: **Search Tag** VIN: **Search VIN** **Add**

To FIND a record, search on TAG or VIN

To INSERT a NEW record, enter data and click ADD.

Vehicle information

Agency: *

Bureau: *

Office: *

VIN: *

Federal Tag:

New Tag?: ☐

Vehicle Status: [Click for list of all statuses](#)

Additional Tag:

Equip: Number:

Make: *

Model: *

Model Year: *

Color: *

Fuel Type: *

Override VIN check:

Commercially-leased:

Fast Reported:

Customer contact information

☐ Transfer POC information from previous record

Primary (Garage Address) Contact

International Address?: ☐

Name: *

Garage Address1: *

Garage Address2:

Garage Address3:

Garage Address4:

Garage City: *

Garage State:

Garage Country:

Garage Zip: - *

Phone: - - Ext: *

Alt Phone: - - Ext:

Email address: *

Secondary Contact

International Address?: ☐

Name: *

Address1: *

Address2:

Address3:

Address4:

City: *

State:

Country:

Zip: - *

Phone: - - Ext: *

Alt Phone: - - Ext:

Email address: *

* = Required

Add **Clear Screen**

Figure 3-1. Vehicle Detail

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2. Select your **Agency, Bureau, and Office** from the respective drop-down lists.
3. In the **Vehicle Information** section, enter vehicle information for the new vehicle. (Mandatory fields are denoted by a red asterisk (*).)
4. Enter the **Vehicle Identification Number** in the VIN field.
5. If necessary, you can change the entry in the Override VIN check to 'Yes'.

The VIN must pass several industry standard validations to be accepted by the system unless the Override VIN check field is set to 'Yes.' (You should only set the VIN override to 'Yes' if the VIN will not pass validation and you are sure that the VIN you are entering is valid.)

6. If you are assigning a tag to the vehicle, enter the tag number in the **Federal Tag** field.
7. If the tag is a new tag, i.e., it does not exist in the FMVRS database, check the New Tag check box. (Checking the New Tag check-box will cause the system to create a new tag record without an expiration date.)
8. Enter the **Make, Model, and Model Year** in the corresponding fields.
9. Select the **Color** and **Fuel Type** from the corresponding drop-down lists.
10. Vehicle Status will default to **AC** (Active) and cannot be modified here. (To view a list of tag status codes and descriptions, select the **Select for List of all Statuses** link—the Vehicle/ Tag Statuses screen is shown in Figure 3-2.)

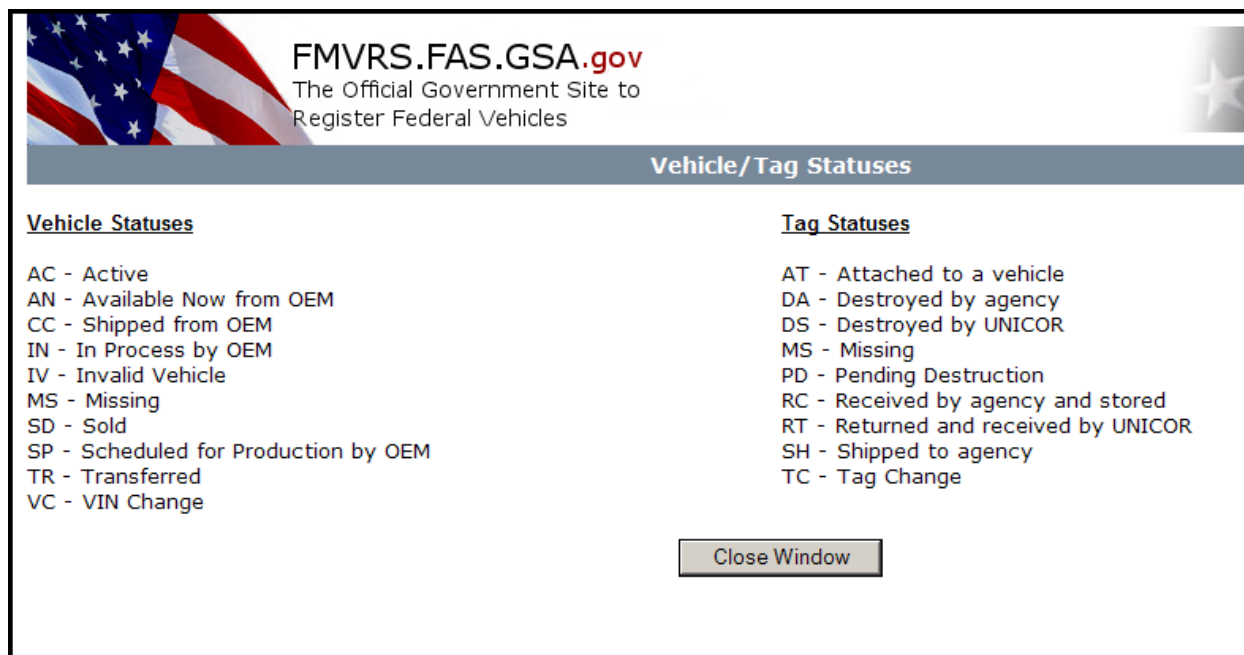


Figure 3-2. Vehicle Statuses



11. Enter contact information in the **Customer Contact Information** section. (Mandatory fields are denoted by a red asterisk (*)).
(To transfer contact information from the previous Vehicle Detail record, check the **Transfer POC Information** check-box.)

12. Once all of the required fields are populated, select the **Add** button.

If all of the entries pass validation, a new record will be created, and the message **Vehicle Record Added**, shown in Figure 3-3, will be displayed.

If the message '**Tag does not yet exist**' is displayed, it means that the Tag does not exist in the FMVRS database.

- 12.1. If you see this error message, but want to add the Tag anyway, check the **New Tag** check box, and then select the **Add** button again.


Note: Adding a tag that does not exist in the FMVRS database will result in the tag being created without an expiration date, and, if the tag was ordered from UNICOR, a duplicate will be created once the tag is uploaded to the database.

If a tag was ordered from UNICOR, it should not be attached to a VIN until the tag has been uploaded by UNICOR to the FMVRS database.


- 12.2. Select **OK**.


The vehicle record will be added, and the message '**Vehicle record added**' will be displayed at the top of the screen.





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Federal Motor Vehicle Registration System (FMVRS) **7700AGZ** **Vehicle Detail**

Tag: **Search Tag** VIN: **Search VIN** **Modify**

Vehicle record added.

Vehicle information

Agency: *

Bureau: *

Office: *

VIN: *

Federal Tag:

New Tag?: ☐

Vehicle Status: [Click for list of all statuses](#)

Additional Tag:

Equip: Number:

Make: *

Model: *

Model Year: *

Color: *

Fuel Type: *

Override VIN check:

Commercially-leased:

Fast Reported:

Customer contact information

☐ Transfer POC information from previous record

Primary (Garage Address) Contact

International Address?: ☐

Name: *

Garage Address1: *

Garage Address2:

Garage Address3:

Garage Address4:

Garage City: *

Garage State:

Garage Country:

Garage Zip: - *

Phone: - - Ext:

Alt Phone: - - Ext:

Email address: *

Secondary Contact

International Address?: ☐

Name: *

Address1: *

Address2:

Address3:

Address4:

City: *

State:

Country:

Zip: - *

Phone: - - Ext:

Alt Phone: - - Ext:

Email address: *

* = Required

Modify **Clear Screen**

Figure 3-3. Vehicle Record Added



To modify an existing record:

1. Access the FMVRS Main Menu, as described in Section 2.2 Logging in, and then select the **Vehicle Detail** link under **List of Vehicles**.

The **Vehicle Detail—Add** screen, shown in Figure 3-1, will be displayed.

2. In the **Tag** or **VIN** field, enter the Tag Number or VIN of the record to be modified, and then select the **Search Tag** or the **Search VIN** button.

The record will be loaded and the **Modify** button will be displayed at the bottom of the screen in place of the **Add** button, as shown in Figure 3-3.

3. Modify the record as necessary and select the **Modify** button.

- A vehicle with a status of 'MS' (Missing) or 'SD' (Sold) cannot be modified.
- The Agency, Bureau, VIN, and Status fields cannot be modified.
- The Federal Tag field cannot be modified if a Tag is already attached.

If all of the entries pass validation, the vehicle record will be updated and the message '**Vehicle Record Modified**' will be displayed.

If you are adding a Federal tag and the message: '**Tag does not yet exist**' is displayed, this means that the Tag does not exist in the FMVRS database.

- 3.1. If you see this error message, but want to add the Tag anyway, check the **New Tag** check box, and then select the **Modify** button again.

Note: Adding a tag that does not exist in the FMVRS database will result in the tag being created without an expiration date, and, if the tag was ordered from UNICOR, a duplicate will be created once the tag is uploaded to the database.

Therefore, if a tag was ordered from UNICOR, it should not be attached to a VIN until the tag has been uploaded by UNICOR to the FMVRS database.

- 3.2. Select **OK** on the pop-up.

The vehicle record will be updated.



3.2 List of Vehicles

The Vehicles list displays a list of vehicle records. GSA super-users can view all vehicle records, while field administrators can only view records for their agency.

The **List of Vehicles** screen allows you to customize the list of records displayed in three different ways:

- **Reordering:** The list of records can be re-ordered by selecting a value from the Re-Order drop-down list. Records can be reordered by:
 - VIN
 - Federal Plate
 - Make/ Model
 - Garage Zip
 - Additional Tag
- **Filtering:** The records displayed on the List of Users screen can be customized by selecting a value from one of the filter drop-down lists. Records can be filtered by:
 - Agency/ Bureau/ Office
 - Model Year
 - Vehicle Status
- **Searching:** Individual records can be returned by entering a value in one of the search fields. Records can be searched by:
 - VIN
 - Federal Tag
 - Garage Zip Code
 - Additional Tag

To sort, filter, or search the vehicle list:

1. Access the FMVRS Main Menu, as described in Section 2.2: Logging in, and then select the **Vehicle List** link in the **Vehicles Menu** module.


The Vehicle List screen, shown in Figure 3-4, will display a list of vehicle records for your agency/bureau/office – sorted by VIN.

The list of records displayed will depend on your security level. (Unless you are a Super User with access to all user records, only the records for your agency will be displayed.)




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Federal Motor Vehicle Registration System (FMVRS) **7700AGZ** **Vehicle List**

[Re-Order](#)

Click search button to apply filters and search criteria.
[Search](#)

Click 'Reset Criteria' to clear all values in the filter and search criteria.
[Reset Criteria](#)

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CRITERIA: SORTED BY VIN

| Agency | Bureau | Office | VIN | Fed Tag | Make | Model | Year | Fuel | Color | Gar. Zip | Veh. Stat. | Addtl. Tag |
|-------------------|------------------|-------------------|-------------------|----------|-----------------|-----------------|------|----------|--------|-----------|------------|------------|
| 77 - All Agencies | 00 - All Bureaus | 000 - All Offices | | | | | | | | | | |
| 15 | 13 | 000 | .1GCGC24K8PE16191 | | Chevrolet | P/U C-20 | 1993 | GAS | NONE | 100010000 | VC | |
| 15 | 13 | 000 | .1GCGC24K8PE16192 | | Chevrolet | P/U C-20 | 1993 | GAS | NONE | 100010000 | VC | |
| 15 | 13 | 000 | .1GCGC24K8PE16199 | | Chevrolet | P/U C-20 | 1994 | GAS | NONE | 100010000 | VC | |
| 01 | 00 | 000 | .1GCGC24K8PE16235 | JESSICA | Jeep | Grand Cherokee | 2009 | E85FF | White | 000000000 | AC | |
| 25 | 97 | 000 | .78974WSDIUAW1275 | | Chevrolet | P/U C-20 | 1994 | GAS | NONE | 100010000 | TR | |
| 15 | 03 | 000 | ***241231 | DJE3270 | ELLIOTT | GPT-500 | 1985 | N/A | Grey | 982700000 | AC | |
| 80 | 07 | 000 | **1 | NA00577T | LSST TRAILER | LSST TRAILER | 1992 | NONE | White | 328990000 | AC | |
| 70 | 45 | 000 | '96-34082,C123 12 | | AM GENERAL CORP | NA | 1998 | D | White | 303450000 | TR | |
| 00 | 00 | 000 | aaaa | | aa | aa | 2002 | GASDE | Red | 000000000 | AC | A |
| 36 | 09 | B05 | aba | AB | FORD | Windstar | 2002 | GASOLINE | White | 165040000 | AC | |
| 14 | 36 | 000 | lkj;lakfdj;lakjfd | | INTERNATIONAL | NA | 2004 | G | White | 303450000 | AC | |
| 47 | 10 | 000 | zxcvbnmbvc | | ford | fggfgfRTYY | 2005 | CNGBI | Yellow | 555550000 | AC | |
| 21 | 38 | 000 | A-880134 | | Lincoln Arc Wel | Trailer Welding | 1978 | NONE | Gray | 236040000 | AC | |
| 36 | 09 | B05 | AA | | FORD | E-350 | 1999 | GASOLINE | White | 165040000 | VC | |
| 80 | 07 | 000 | AA-720539 | | Trailer | System Trailer | 1980 | NONE | White | 328990000 | VC | |
| 04 | 00 | 000 | AAA | | AAA | DDD | 2000 | NONE | Red | 555550000 | TR | DDD |
| 00 | 00 | 000 | AAAA | | aa | aa | 2002 | GASDE | Red | 000000000 | VC | A |
| 03 | 00 | 000 | AAAAA | | ford | comet | 2009 | GASDE | Red | 000000000 | VC | |

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Figure 3-4. Vehicle List



2. **To reorder the list of vehicle records**, select a value from the Re-Order drop-down list, and then select the **Re-Order** button. (Vehicles records can be reordered by VIN, Federal Plate, Make/Model, Garage Zip, or Additional Tag.)

The vehicle records will be sorted based on your selection.

3. **To filter the list of vehicle records**, make a selection from one of the filter drop-down lists and then select the **Search** button. (Vehicle records can be filtered by Agency, Bureau, Office, Year, and Vehicle Status.)

The records matching your filter value(s) will be displayed.

Records can be filtered on more than one value by selecting values from more than one filter drop-down list. (If filters are applied one at a time, each successive filter value will be applied to the list of records returned by the previously entered filter value, e.g. if records are filtered for the model year 2000, a list of records matching that model year will be returned. If another filter is then applied, such as 'AC' (Active) from the Veh Stat drop-down, then the records for all vehicles for the model year '2000' with a Status of 'AC' will be returned.) (If multiple filters are entered simultaneously, they will be applied from left to right, e.g. if you select filter values from the Model Year, Fuel, and Veh. Stat. drop-down lists, the records will be sorted first by Model Year, and then by Fuel Type, and then by Vehicle Status.)

4. **To search for a specific vehicle record**, enter a value in one of the search fields and then select the **Search** button. (Vehicle records can be searched by VIN, Federal Tag, Garage Zip Code, or Additional Tag.)

The record matching your search value will be displayed.

5. **To clear your searches and start over**: Select the **Reset Criteria** button.

Your list of records will be reset to display all records.

3.3 VIN Change

VIN Change allows you to modify a Vehicle Identification Number. A VIN should only be changed because of inaccurate VIN information provided by the Agency during bulk upload/manual entry or by the manufacturer during ordering. (Fleet vehicles cannot be modified in FMVRS.)

To modify a VIN:

1. Access the FMVRS Main Menu, as described in Section 2.2: Logging in, and then select the **VIN Change** link in the **Vehicles Menu** module.

The **VIN Change – Search** screen, shown in Figure 3-5, will be displayed.

The screenshot shows the FMVRS VIN Change – Search screen. At the top, there is a header with the GSA logo, the text 'FMVRS.FAS.GSA.gov The Official Government Site to Register Federal Vehicles', and 'Brought to you by GSA Fleet General Services Administration'. Below the header is a navigation bar with links: * Main Menu, * About FMVRS, * Contact Us, * Privacy and Security, and * Logout. The main content area has a title bar that reads 'Federal Motor Vehicle Registration System (FMVRS) 7700AGZ VIN Change'. The body of the screen contains the following text: 'A VIN should only be changed because of inaccurate VIN information provided by the Agency during bulk upload/manual entry or by the manufacturer during ordering.' followed by 'Once an inaccurate VIN is changed, it will no longer be usable in the FMVRS.' Below this is a red instruction: 'Enter VIN to be changed and click 'Search''. At the bottom, there is a 'VIN Selection' section with an 'Old VIN' label, a text input field, and a red 'Search' button.

Figure 3-5. VIN Change – Search

2. Enter the VIN to be modified in the **Old VIN** field and select the **Search** button.

The vehicle record will be displayed on the VIN Change screen, as shown in Figure 3-6.

If the vehicle is a Fleet vehicle the VIN cannot be modified—in which case the following error message will be displayed: **'Fleet Vehicles Cannot be Modified in FMVRS.'**



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The screenshot shows the FMVRS VIN Change page. At the top, there's a header with the GSA logo and the text "Brought to you by GSA Fleet General Services Administration". Below this is a navigation bar with links: "Main Menu", "About FMVRS", "Contact Us", "Privacy and Security", and "Logout". The main heading is "Federal Motor Vehicle Registration System (FMVRS)" with the VIN "7700AGZ" and "VIN Change" on the right. A red message states: "Please confirm you want to change the VIN entered. After confirmation, enter the new VIN and click 'Submit' to change." Below this is a "VIN Selection" section with "Old VIN" (1GCGC24K8PE16191) and a "Search" button. To the right is a "New VIN" field with a "Submit" button and a "Change Another VIN" button. Below the VIN selection is a "Vehicle Information" section with various fields: Agency (15 - Department of Justice), Bureau (13 - Federal Bureau of Investigation), Office (000 - All Offices), VIN (1GCGC24K8PE16191), Equip. Number (19930204), Federal Tag, Additional Tag, Make (Chevrolet), Model (P/U C-20), Model Year (1993), Color (NONE), Fuel Type (GAS), Garage Zip (10001 - 0000), Override VIN check (No), Fast Reported (Yes), and Vehicle Status (VC-VIN Change). At the bottom, there is a link "Go to Vehicle Detail".

Figure 3-6. VIN Change – with Vehicle Data

The **Go to Vehicle Detail** link at the bottom of the page will take you to the Vehicle Detail screen and populate it with the Old VIN information.

3. Enter the new VIN in the **New VIN** field, and select the **Submit** button.

A pop-up, shown in Figure 3-7, will be displayed that will describe the conditions under which a VIN can be changed and will ask you to confirm your decision.

This screenshot is similar to Figure 3-6, but it includes a "Message from webpage" pop-up window. The pop-up contains the following text: "A VIN should only be changed because of inaccurate VIN information provided by the Agency during bulk upload/manual entry or by the manufacturer during ordering. By selecting 'OK' below, you are confirming that this is indeed the case. After selecting 'OK', the current VIN will be changed to the New VIN supplied. The current VIN status will be changed from 'Active' to 'VIN Change' and if there is a tag associated with the current VIN, it will become associated with the New VIN." Below the text are "OK" and "Cancel" buttons. The background page shows the same VIN Change form, but the "New VIN" field now contains "1GCGC24K8PE161923".

Figure 3-7. VIN Change – Warning



4. Select **OK**. (If the system won't accept the new VIN and you're sure it is entered correctly, you can override the VIN check by selecting 'Yes' in the Override VIN Check checkbox. This will prevent the system from validating the VIN.)

The VIN will be changed, and the status of the old VIN will be changed to 'VC'.

The Vehicle History for the record will be updated.

If a tag was associated with current VIN, it will become associated with the new VIN.

5. To change another VIN, select the **Change Another VIN** button.

You will be returned to the VIN Change screen.



3.4 Vehicle Status Update

Vehicle Status Update allows you to update the status of a vehicle and enter relevant comments.

The status of a vehicle can be updated to one of the following statuses:

- **AC**—Active
- **IV**—Invalid Vehicle
- **MS**—Missing
- **SD**—Sold

Note: A vehicle in ‘VC’ status cannot be modified.

To update the status of a vehicle:

1. Access the FMVRS Main Menu, as described in Section 2.2: Logging in, and then select the **Vehicle Status Update** link in the **Vehicles Menu** module.

The **Vehicle Status Update** screen, shown in Figure 3-8, will be displayed.



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Federal Motor Vehicle
Registration System (FMVRS) 7700AGZ Vehicle Status Update

Enter VIN and click 'Search'.

VIN

| Vehicle information | | | | | | |
|---------------------|--------|--------|---------|------|-------|--------|
| Agency | Bureau | Office | FED Tag | Make | Model | Status |

New Status: [Click for list of all statuses](#)

| History | | | |
|---------|------|--------|---------|
| Date | Time | Status | User ID |

Comments

[Enter additional comments below](#)

Figure 3-8. Vehicle Status Update

2. Enter the VIN of the vehicle to be modified in the VIN field, and select the **Search** button.

The screen will be populated with Vehicle Information, as shown in Figure 3-9.



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Federal Motor Vehicle
Registration System (FMVRS) 7700AGZ Vehicle Status Update

Select new status and click 'Update Status' to modify

VIN

| Vehicle information | | | | | | |
|---------------------|--------|--------|---------|------|----------------|-----------|
| Agency | Bureau | Office | FED Tag | Make | Model | Status |
| 01 | 00 | 000 | JESSICA | Jeep | Grand Cherokee | AC Active |

New Status: [Click for list of all statuses](#)

| History | | | |
|---------|------|--------|---------|
| Date | Time | Status | User ID |

Comments

05/04/11 01:01 7700JKM - Vehicle was associated to Tag JESSICA

[Enter additional comments below](#)

Figure 3-9. Vehicle Status Update – with Vehicle Information

3. Select the appropriate Status from the **New Status** drop-down list, and then select the **Update Status** button. (To display a list of vehicle status codes and descriptions, select the **Select for List of all Statuses** link.)

The new status will be saved, and the message ‘**Vehicle Status Updated**’ will be displayed at the top of the screen, as shown in Figure 3-10.

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Federal Motor Vehicle
Registration System (FMVRS) 7700AGZ Vehicle Status Update

Vehicle status updated.
FED Tag status updated.

VIN

| Vehicle information | | | | | | |
|---------------------|--------|--------|---------|------|----------------|------------|
| Agency | Bureau | Office | FED Tag | Make | Model | Status |
| 01 | 00 | 000 | JESSICA | Jeep | Grand Cherokee | MS Missing |

New Status: [Click for list of all statuses](#)

| History | | | |
|------------|----------|------------|---------|
| Date | Time | Status | User ID |
| 10/26/2011 | 09:15 AM | MS Missing | 7700AGZ |

Comments

05/04/11 01:01 7700JKM - Vehicle was associated to Tag JESSICA

Enter additional comments below

Figure 3-10. Vehicle Status Updated

Note: If MS is selected from the New Status drop-down, a pop-up will be displayed asking the user to confirm whether the tags are also missing, in which case the status of the tags that were attached to the vehicle will also be updated. Changing a vehicle to a status of SD will cause the tags to be disassociated from the VIN prior to placing the vehicle in the SD status. A VIN in 'VC' status cannot be modified.

- To add comments to the record: Type your comments in the **Enter Comments** text box as necessary, and then select the **Save Comments** button.

Your comments will be saved in the **Comments** text box along with a date/ time stamp and the User ID of the logged in user.



3.5 Look Up Vehicle Contact Info

Look Up Vehicle Contact Info allows users to look up Customer Contact Information for any vehicle in FMVRS, regardless of Agency/ Bureau.

To look up the owner of a Federal vehicle:

1. Access the FMVRS Main Menu, as described in Section 2.2: Logging in, and then select the **Look Up Vehicle Contact Info** link in the **Vehicles Menu** module.

The **Look Up Vehicle Contact Info** screen, shown in Figure 3-11, will be displayed.

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Federal Motor Vehicle Registration System (FMVRS) 7700AGZ Look Up Vehicle Contact Info

This program should be used to look up the current owner of a Federal vehicle outside of your Agency.
You may contact the current owner of the vehicle and request a transfer if the vehicle now exists in your Agency's inventory.

To FIND a record, search on VIN.

VIN:

Customer contact information

Agency: 77 - All Agencies Bureau: 00 - All Bureaus Office: 000 - All Offices

Primary (Garage Address) Contact

International Address?: ☐

Name:

Garage Address1:

Garage Address2:

Garage Address3:

Garage Address4:

Garage City:

Garage State:

Garage Country:

Garage Zip:

Phone:

Alt Phone:

Email address:

Secondary Contact

International Address?: ☐

Name:

Address1:

Address2:

Address3:

Address4:

City:

State:

Country:

Zip:

Phone:

Alt Phone:

Email address:

Figure 3-11. Look Up Vehicle Contact Info – Search

2. Enter a VIN that exists in FMVRS, and select the **Search VIN** button.

Customer Contact Information for the Vehicle will be displayed, shown in Figure 3-12.


Note: No data can be modified on this screen.

To reinitialize the data fields and remove all of the entries, select the **Clear Screen** button.





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Federal Motor Vehicle Registration System (FMVRS)7700AGZLook Up Vehicle Contact Info

This program should be used to look up the current owner of a Federal vehicle outside of your Agency.

You may contact the current owner of the vehicle and request a transfer if the vehicle now exists in your Agency's inventory.

VIN: 78974WSDIUAW1275Search VIN

Customer contact information

Agency: 25 - National Credit Union AdministrationBureau: 97 - GSA Advantage IMPACOffice: 000 - All Offices

Primary (Garage Address) Contact

International Address?: ☐

Name: Fred Beyer

Garage Address1: 642 W 26th St

Garage Address2:

Garage Address3:

Garage Address4:

Garage City: New York

Garage State: New York

Garage Country: UNITED STATES

Garage Zip: 10001 - - -

Phone: 917 - 606 - 3681 - - -

Alt Phone: 202 - 324 - 4925 - - -

Email address: TEST@GSA.GOV

Secondary Contact

International Address?: ☐

Name: Christopher McCoy

Address1: 1042 Pennsylvania Ave. NW

Address2:

Address3:

Address4:

City: Washington

State: District of Columbia

Country: UNITED STATES

Zip: 20642 - - -

Phone: 202 - 324 - 4941 - - -

Alt Phone: 202 - 324 - 4925 - - -

Email address: TEST@GSA.GOV

Clear Screen

Figure 3-12. Look Up Vehicle Contact Info – with Data

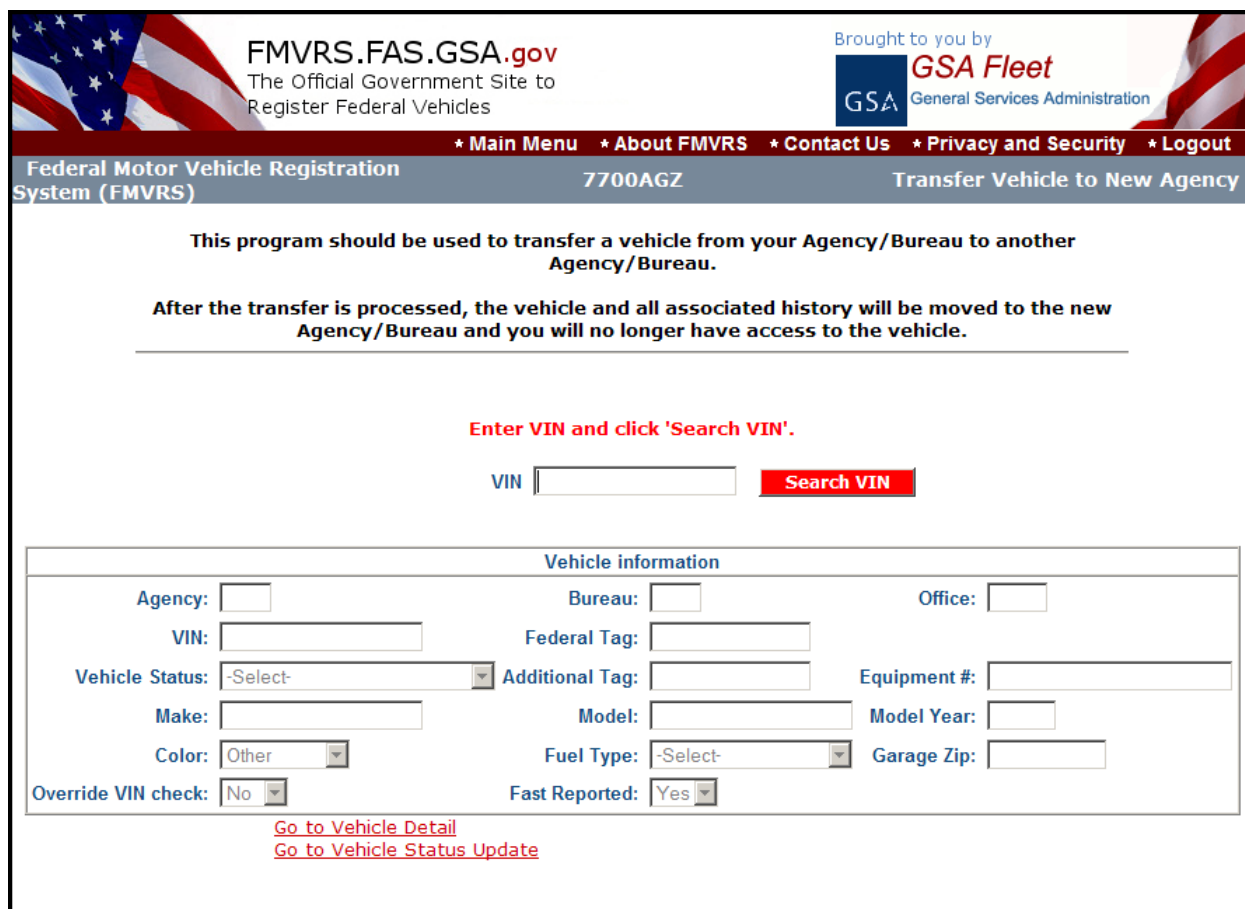
3.6 Transfer Vehicle to New Agency

‘Transfer Vehicle to New Agency’ allows you to transfer a vehicle from your Agency/ Bureau to another Agency/ Bureau. After the transfer is processed, the vehicle will be moved to the new Agency/ Bureau along with all of its associated history, and the transferring Agency/ Bureau will no longer have access to the vehicle.

To transfer a vehicle to another Agency/ Bureau:

1. Access the FMVRS Main Menu, as described in Section 2.2: Logging in, and then select the **Transfer Vehicle to New Agency** link in the **Vehicles Menu** module.

The **Transfer Vehicle to New Agency** screen, shown in Figure 21, will be displayed.



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Federal Motor Vehicle Registration System (FMVRS) 7700AGZ Transfer Vehicle to New Agency

This program should be used to transfer a vehicle from your Agency/Bureau to another Agency/Bureau.

After the transfer is processed, the vehicle and all associated history will be moved to the new Agency/Bureau and you will no longer have access to the vehicle.

Enter VIN and click 'Search VIN'.

VIN

| Vehicle information | | |
|---|--|-----------------------------------|
| Agency: <input type="text"/> | Bureau: <input type="text"/> | Office: <input type="text"/> |
| VIN: <input type="text"/> | Federal Tag: <input type="text"/> | |
| Vehicle Status: <input type="text" value="-Select-"/> | Additional Tag: <input type="text"/> | Equipment #: <input type="text"/> |
| Make: <input type="text"/> | Model: <input type="text"/> | Model Year: <input type="text"/> |
| Color: <input type="text" value="Other"/> | Fuel Type: <input type="text" value="-Select-"/> | Garage Zip: <input type="text"/> |
| Override VIN check: <input type="text" value="No"/> | Fast Reported: <input type="text" value="Yes"/> | |

[Go to Vehicle Detail](#)
[Go to Vehicle Status Update](#)

Figure 3-13. Transfer Vehicle to New Agency – Search

2. Enter a VIN that exists in FMVRS, and then select the **Search VIN** button. (If the vehicle is in ‘VC’ status, an error message will be displayed.)

The screen is populated with the Vehicle Information, as shown in Figure 3-14.



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Federal Motor Vehicle Registration System (FMVRS) 7700AGZ Transfer Vehicle to New Agency

This program should be used to transfer a vehicle from your Agency/Bureau to another Agency/Bureau.

After the transfer is processed, the vehicle and all associated history will be moved to the new Agency/Bureau and you will no longer have access to the vehicle.

Click on 'Transfer Vehicle' button to Transfer.

VIN: 78974WSDIUAW1275 Search VIN

Vehicle information

| | | |
|--------------------------------|--------------------|-----------------------|
| Agency: 25 | Bureau: 97 | Office: 000 |
| VIN: 78974WSDIUAW1275 | Federal Tag: | |
| Vehicle Status: TR-Transferred | Additional Tag: | Equipment #: 19930204 |
| Make: Chevrolet | Model: P/U C-20 | Model Year: 1994 |
| Color: Other | Fuel Type: Other | Garage Zip: 100010000 |
| Override VIN check: Yes | Fast Reported: Yes | |

[Go to Vehicle Detail](#)
[Go to Vehicle Status Update](#)

Transfer Vehicle

Figure 3-14. Transfer Vehicle to New Agency

3. Select the **Transfer Vehicle** button.

The **Vehicle Transfer** screen, shown in Figure 3-15, is displayed.



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Federal Motor Vehicle Registration System (FMVRS) 7700AGZ Transfer Vehicle to New Agency

This program should be used to transfer a vehicle from your Agency/Bureau/Office to another Agency/Bureau/Office.
After the transfer is processed, the vehicle and all associated history will be moved to the new Agency/Bureau/Office and you will no longer have access to the vehicle.

Select a new Agency/Bureau/Office below and press 'Submit' to process the transfer.

Agency: 25 - National Credit Union Administration Bureau: 97 - GSA Advantage IMPAC Office: 000 - All Offices **Submit**

Vehicle Information

Agency: 25 Bureau: 97 Office: 000
VIN: 78974WSDIUAW1275 Federal Tag:
Vehicle Status: TR-Transferred Additional Tag: Equipment #: 19930204
Make: Chevrolet Model: P/U C-20 Model Year: 1994
Color: Other Fuel Type: Other Garage Zip: 100010000
Override VIN check: Yes Fast Reported: Yes

[Go to Vehicle Detail](#)
[Go to Vehicle Status Update](#)

Figure 3-15. Transfer Vehicle

4. Select the **Agency**, **Bureau**, and **Office** to which you wish to transfer the vehicle, and then select the **Submit** button.
5. A warning message—shown in Figure 3-16—will be displayed asking you to confirm your decision.



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Federal Motor Vehicle Registration System (FMVRS) 7700AGZ Transfer Vehicle to New Agency

This program should be used to transfer a vehicle from your Agency/Bureau/Office to another Agency/Bureau/Office.
After the transfer is processed, the vehicle and all associated history will be moved to the new Agency/Bureau/Office and you will no longer have access to the vehicle.

Select a new Agency/Bureau/Office below and press 'Submit' to process the transfer.

Agency: 13 - Department of Commerce Bureau: 13 - Office of Inspector General Office: 000 - All Offices **Submit**

Vehicle Information
Agency: 25 Bureau: 97 Office: 000

Message from webpage
The vehicle will now be transferred to the Agency/Bureau/Office selected. If a Federal Tag is currently associated to the Vehicle, it will be disassociated and placed in 'PD' status (Pending Destruction). Press OK to proceed, or CANCEL to stop the transfer.
OK Cancel

Override VIN check: Yes Fast Reported: Yes

[Go to Vehicle Detail](#)
[Go to Vehicle Status Update](#)

Figure 3-16. Vehicle Transfer – Warning

6. Select **OK** to proceed.

The vehicle will be transferred to the new Agency/ Bureau and the message '**Transfer complete,**' will be displayed.

The vehicle will be assigned the status of **TR** – Transferred.

If a tag was associated with the vehicle, it will be disassociated from the vehicle and assigned the status of **PD** – Pending Destruction.



3.7 Mass Update Vehicle POC

Mass Update Vehicle POC is used to update Point-of-Contact (POC) information for multiple vehicles. Most agencies/ bureaus can only view/ update POC vehicle data for their own agency/ bureau. Users of Agency 77, however, can view/ update vehicle data for all agencies/ bureaus.

Using this functionality, a search can be run for all vehicle records with the same primary or secondary POC, the same email address, or the same phone number. Any or all of the information in the returned records can be modified as desired.

To update POC information:

1. Access the FMVRS Main Menu, as described in Section 2.2: Logging in, and then select the **Mass Update Vehicle POC** link in the **Vehicles Menu** module.

The **POC Update** screen, shown in Figure 3-17, will be displayed.

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**Federal Motor Vehicle
Registration System (FMVRS)** **7700AGZ** **POC Update**

Please select Search Key, POC, Bureau & click Find Records.

This program should be used to mass update the point of contact (POC) information on several vehicles at the same time.

To begin, select a Search Key and a desired POC, enter the Search Criteria you are looking for in this field, and then click Find Records. All records matching this search criteria will be found and returned in an on-screen document. You will then be able to review the document, confirm these are the records you want to change, enter change data, and process the modification.

Important: Updating POC information is restricted to one bureau at a time. To update POC information please select a bureau from the available list.

Note: When using phone number as the search criteria, enter the 10 digit phone number including area code. Do not include hyphen, space.

Search key: *

POC: *

Search Criteria: *

Agency:

Bureau: *

Office: *

Find Records

* = Required

Figure 3-17. POC Update

2. Select a key from the Search Key drop-down depending on the criterion you want to use to select the records to be modified, i.e. Contact Name, Contact Phone, or Contact Email.
3. Select the POC type from the POC drop-down list, depending on whether the selected Search key pertains to the Primary Contact or the Secondary Contact.
4. Type an entry in the Search Criteria field. (Type the name, phone no., or email address of the primary or secondary contact, depending on your entries in the previous two fields. For example if you want to update all of the records that have "Tom Jones" listed as the primary contact, you would select Contact Name in the Search Key field, Primary Contact in the POC field, and enter Tom Jones in the Search Criteria field.)
5. Select the contact's agency, bureau, and office, and select the **Find Records** button.



The report will be sent to your email address, and the POC Update—Report screen, shown in Figure 3-18, will be displayed.

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Federal Motor Vehicle
Registration System (FMVRS) 7700AGZ POC Update

Report created, click [here](#) if report does not open.

A new document has been created with vehicle records that match your search criteria. Please review this document and ensure that these are the records you want to change.

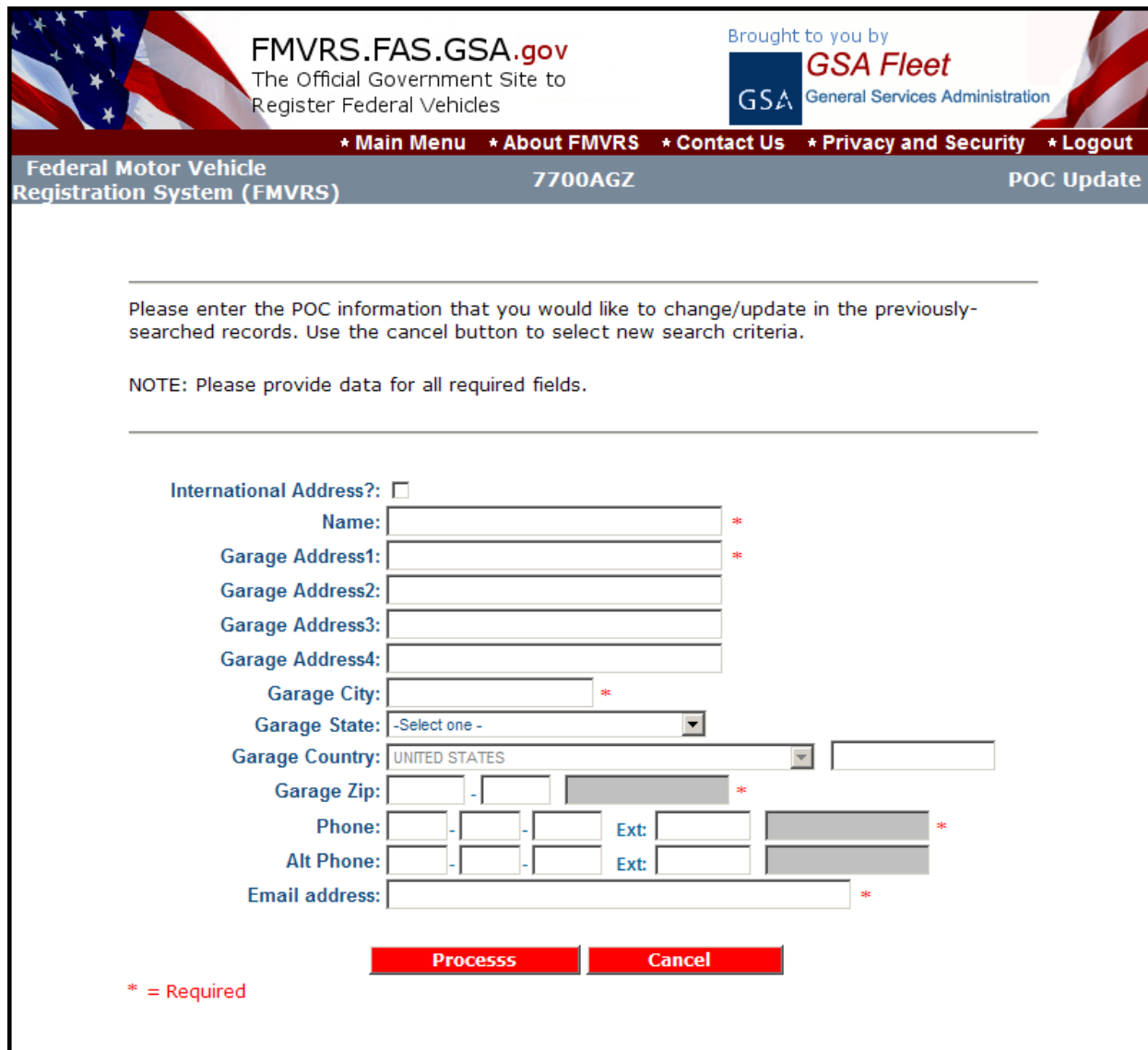
Once you have reviewed the records, please make a selection below...

Continue Restart Search

Figure 3-18. POC Update – Report

6. If the report does not open, select the “here” link at the top of the page.
A vehicle report will be displayed in MS Excel.
7. Review the report to be sure that it contains the records that you want to change, and then select the **Continue** button.

The POC Update—Process screen, shown in Figure 3-19, will be displayed.



The screenshot shows the FMVRS POC Update form. At the top, there is a header with the GSA logo, the text "FMVRS.FAS.GSA.gov", and "The Official Government Site to Register Federal Vehicles". To the right, it says "Brought to you by GSA Fleet General Services Administration". Below this is a navigation bar with links: "Main Menu", "About FMVRS", "Contact Us", "Privacy and Security", and "Logout". The main header area includes "Federal Motor Vehicle Registration System (FMVRS)", the vehicle ID "7700AGZ", and a "POC Update" button.

Below the header, there is a message: "Please enter the POC information that you would like to change/update in the previously-searched records. Use the cancel button to select new search criteria."

A note states: "NOTE: Please provide data for all required fields."

The form fields are as follows:

- International Address?: ☐
- Name: *
- Garage Address1: *
- Garage Address2:
- Garage Address3:
- Garage Address4:
- Garage City: *
- Garage State:
- Garage Country:
- Garage Zip: - *
- Phone: - - Ext: *
- Alt Phone: - - Ext:
- Email address: *

At the bottom, there are two buttons: "Processs" and "Cancel". A legend indicates that "*" = Required.

Figure 3-19. POC Update – Process

Note: Fields marked with a red asterisk are required fields and must contain entries.

- Enter data in any of the fields that you want to change and then select the **Process** button. (Enter data in any of the fields that you want to change. If no changes are to be made to the data in the Required fields, you must reenter the current data. Fields that aren't marked as 'Required' will retain the current entries if no changes are made.)

The records will be updated. (Fields that don't contain an entry will remain unchanged – although Required fields must contain an entry.)



4 Security Menu

This chapter includes procedures covering the management and update of individual accounts by Users as well as the management and creation of new accounts by administrators.

The Security Menu contains the following sections:

- **My Account:** Allows you to update your account information.
- **Manage Accounts:** Allows super users and administrators to manage user accounts.
- **List of Users:** Allows you to display a list of user records for your agency or bureau – depending on your security level.
- **Office Management:** Allows a user to add a new office record
- **Mass Office Transfer:** Allows a user to transfer records associated with an office to another office.

4.1 My Account

My Account allows users to update their Contact and Security information.

If you are logging in for the first time, the My Account screen will be displayed when you attempt to log in, and you will be prompted to update your Contact and Security information. You can update your Contact and Security information anytime by accessing the My Account screen.

To update your account information:

1. Access the FMVRS Main Menu, as described in Section 2.2: Logging in, and then select the **My Account** link in the **Security Menu** module.

The **My Account** screen, shown in Figure 4-1, will be displayed.



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Federal Motor Vehicle Registration System (FMVRS) **7700AGZ** **My Account**

Contact and security info should be updated at the first login
Enter details and click 'Submit' to change details.

Contact information

International Address?: ☐

User ID:

City: *

First Name: *

State:

Middle Initial:

Country:

Last Name: *

Zip Code: - *

Address1: *

International Zip: *

Address2:

Phone: *

Address3:

International Phone: *

Address4:

Email Id: *

Security information

Secret question: *

Secret answer: *

Old Password: *

New Password: *

Confirm New Password: *

* = Required

Submit

Password Rules.
1. Must be 8 characters long.
2. Must not have spaces.
3. First and last characters must not be numeric.
4. Must have at least one special character, one number and one letter.
5. Must not be re-used.
6. Must not contain the User ID.
7. Must not contain any 3 consecutive characters from the previous password.

Figure 4-1. My Account

2. Modify the Contact Information as necessary. (Fields marked with a red asterisk are mandatory.)
3. Modify the Security Information as needed (follow the Password Rules displayed at the bottom of the screen to enter a new password), and then select the **Submit** button.

Your information will be updated.



4.2 Manage Accounts

Manage Accounts allows GSA super users and field administrators to add new users and to manage user accounts. GSA super users can manage all accounts, while field administrators can only manage accounts for their agency.

Three types of users can be designated:

- **Super User:** Super Users are GSA administrators. They can create Super Users, Master Users, and Users. Super Users have access to all agency/ bureau records.
- **Master User:** Master Users are agency administrators. They can create Master Users and Users. A Master User can only grant access to records in his agency and can limit the ability of other Master Users to manage accounts and change tags and VINs.
- **User:** A User will have Read permission by default.

4.2.1 Adding a New User

You must be a Super User or Master User and have 'Manage Accounts' permission to add a user.

To add a new user:

1. Access the FMVRS Main Menu, as described in Section 2.2: Logging in, and then select the **Manage Accounts** link in the **Security Menu** module. (You must be a Super User or Master User and have permission to manage accounts in order to see the Manage Accounts link on the Main Menu.)

The **Manage Accounts** screen, shown in Figure 4-2, will be displayed.



Figure 4-2. Manage Accounts

2. Enter the user's name in the First Name, Middle Initial, and Last Name fields.
3. Select the user's agency, bureau, and office from the User Agency, User Bureau, and Office drop-down lists. (For most users User Agency will default to their agency and only User Bureau and Office can be selected.) (The User Bureau drop-down will be populated once the User Agency is selected.) (By default the user will have access to all bureaus/offices in his agency.)
4. Enter the user's initials or any three letters that will make the User ID unique (The User ID is composed of seven characters including a four-digit agency/bureau code and three letters. The User ID will be displayed at the top of the screen upon login).
5. Type a password for the user, (you need not adhere to the Password Rules at the bottom of the page—the user will be required to change his password upon login).



Note: The Violation Count will increment if incorrect passwords are entered. After three failed login attempts, the user account will be locked.

6. Select a user type from the User Type drop-down.
7. Select check-boxes depending on the permissions the user is to have.

The following permissions are available:

- **Allow Data Upload** – Check this box to allow a user to upload files.
 - **Allow Read and Write** – Check this box to allow a user to view and modify files.
 - **Allow Manage Accounts** – Check this box to give a Master User or Super User the ability to create and update user accounts. (If you are a Master User and do not have this privilege, you will not see this permission.)
 - **Restrict to Bureau** – Check this box to give a user access only to tags/vehicles for his/ her bureau.
 - **Restrict to Office** – Check this box to give a user access only to tags/vehicles for his/ her office.
 - **VIN/ Tag-Change Authority** – Check this box to give a user permission to change Tags and VINs.
8. Select the **Add** button.

The user account will be added, and the following message will be displayed, as shown in Figure 4-3: **User Record “<User ID>” added.**



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Federal Motor Vehicle Registration System (FMVRS) 7700AGZ Manage Accounts

Use the filters below to adjust the records displayed in the User Name dropdown below.

User Agency: 77 - All Agencies User Type: - Select -
User Bureau: 00 - All Bureaus
User Office: 000 - All Offices **Select User Names**

Search User ID - Select - **Search User Name**

User record '1313TAJ' added.

First Name: Tom *
Middle Initial:
Last Name: Jones *
E-mail:
Phone:
User Agency: 13 - Department of Commerce *
User Bureau: 13 - Office of Inspector General *
Office: 000 - All Offices
User Initials: TAJ *
Password: ••••••••

User Type: User *
Violation Count: 00
Allow data upload: ☒
Allow read and write: ☒
Allow Manage accounts: ☐
Restrict to Bureau: ☒
Restrict to Office: ☐
VIN/Tag-Change Authority: ☐
Last login date: 00/00/0000

* = Required

Modify **Delete** **Clear Screen**

Password Rules.
Must be 8 characters long.
Must contain only A-Z or 0-9.

Figure 4-3. User Record Added

4.2.2 Modifying a User Account

Only Super and Master Users with Manage Accounts permission can modify a User Account.

To modify a user account:

1. Access the FMVRS Main Menu, as described in Section 2.2: Logging in, and then select the **Manage Accounts** link in the **Security Menu** module. (You must be a Super User or Master User and have permission to manage accounts in order to see the Manage Accounts link on the Main Menu.)

The **Manage Accounts** screen, shown in Figure 4-4, will be displayed.



Figure 4-4.Manage Accounts

2. Access the record to be modified by entering a User ID in the text field next to the Search User ID button and then selecting the Search User ID button; or by selecting a user name from the Search User Name drop-down, and selecting the Search User Name button. (To filter the list of user names that will be displayed in the Search User Name drop-down

list: select an agency/ bureau from the User Agency/User Bureau drop-down lists at the top of the page—if applicable, and/or select a user type from the User Type drop-down list, and then select the Select User Names button to enter the selection criteria.)

The specified user record will be displayed.

3. Update the record as necessary and then select the **Modify** button.
4. The record will be updated and the message ‘**User Record Changed**’ will be displayed as shown in Figure 4-5.
5. **To delete the User Record**, access the desired record and then select the **Delete** button.

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Federal Motor Vehicle Registration System (FMVRS) 7700AGZ Manage Accounts

Use the filters below to adjust the records displayed in the User Name dropdown below.

User Agency: 77 - All Agencies User Type: - Select -
User Bureau: 00 - All Bureaus
User Office: 000 - All Offices

Select User Names

1313TAJ Search User ID - Select - Search User Name

User record changed.

First Name: Tom *
Middle Initial:
Last Name: Jones *
E-mail: Tom.jones@gsa.gov
Phone: 444444444
User Agency: 13 - Department of Commerce *
User Bureau: 13 - Office of Inspector General *
Office: 000 - All Offices
User Initials: TAJ *
Password:
User Type: User *
Violation Count: 00
Allow data upload: ☐
Allow read and write: ☒
Allow Manage accounts: ☐
Restrict to Bureau: ☒
Restrict to Office: ☐
VIN/Tag-Change Authority: ☐
Last login date: 00/00/0000

* = Required

Modify Delete Clear Screen

Password Rules.
Must be 8 characters long.
Must contain only A-Z or 0-9.

Figure 4-5. User Account Changes



4.3 List of Users

List of Users allows users to display a list of user records. The records available to you depends on your security level. GSA super-users can view all user records, while field administrators can only view user records for their agency.

The List of Users allows you to customize the list of records displayed in three different ways:

- **Reordering:** The list of records can be re-ordered by selecting a value from the Re-Order drop-down list. (Currently records can only be ordered by LID.)
- **Filtering:** The records displayed on the List of Users screen can be customized by selecting a value from one of the filter drop-down lists. Records can be filtered by:
 - **Agency** – Allows you to display records for a specific agency. (Unless you are a Super User with access to all records, the Agency filter will display your agency and cannot be modified.)
 - **Bureau** – Allows you to display records for a specific bureau within your agency.
 - **Office** – Allows you to display records for a specific bureau/ office in your agency.
 - **User Type** – Allows you to display records of Users, Master Users, or Super Users.
 - **Permissions** (Upload, Write, or Manage) – Allows you to display only records for users that have Upload, Write, or Manage permissions or a combination.
- **Searching:** Individual records can be returned by entering a value in one or more of the search fields. Records can be searched by:
 - **User ID** – Allows you to retrieve a specific record if you know the User ID
 - **Name** (First, Last, or Initial) – Allows you to retrieve only records for users with a specific name. (You can search by the first name, last name, or middle initial or by a combination of entries.)

To search user records:

1. To display a list of user records – Access the FMVRS Main Menu, as described in Section 2.2: Logging in, and then select the **List of Users** link in the **Security Menu** module.

The **List of Users** screen, shown in Figure 4-6, will display a list of User records for your agency, sorted by Login ID (LID).

If there is more than one page of records, the **Next** button will be displayed at the bottom of the page.


The list of records displayed will depend on your security level. (Unless you are a Super User with access to all user records, only the records for your agency will be displayed.)

Your agency will be displayed in the Agency column.





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Federal Motor Vehicle Registration System (FMVRS) **7700AGZ** **List of Users**

LID

Re-Order

Click search button to apply filters and search criteria.

Search

Click 'Reset Criteria' to clear all values in the filter and search criteria.

Reset Criteria

Page Number: 001

Next

Page Number: 001

Next

Figure 4-6. List of Users



2. To reorder the list of user records: Select a value from the Re-Order dropdown list, and then select the Re-Order button. (Currently, LID is the only value available.)

The records will be sorted based on your selection.

3. **To filter the list of records:** Make a selection from one or more of the filter drop-down lists (Agency/Bureau, Office, User Type, Upload, Write, or Manage) and then select the **Search** button.

The records matching your filter value will be displayed.

Records can be filtered on multiple values by selecting values from more than one of the filter drop-down lists. (Filters can be applied individually, or simultaneously. If filters are applied individually, each successive filter value will be applied to the list of records returned by the previous filter value, but if multiple values are entered simultaneously, they will be applied from left to right.)

4. **To search for a specific record:** Enter a value in one of the search fields (User ID, First, Last, or Initial), and then select the **Search** button.

One or more records matching your search value will be displayed.

5. **To clear your search values and start over:** Select the **Reset Criteria** button.

Your list of records will be reset to display all records—sorted by the value in the Re-Order field.



4.4 Office Management

Office Management allows you to add a new office record for your agency/bureau. (You must be a Master User or Super User and have the proper permissions to see the Office Management link.)

To create a new office record:

1. Access the FMVRS Main Menu, as described in Section 2.2: Logging in, and then select the **Mass Office Transfer** link in the **Security Menu** module.

The **Office Management** screen, shown in Figure 4-7, will be displayed.

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Federal Motor Vehicle Registration System (FMVRS) 7700AGZ FMVRS Office Maintenance

To add a new Office record, select the desired Agency & Bureau. Enter the desired Office Code, Office Name/Description and select 'Create New Office'.
To Edit/delete an existing Office record, select the desired Agency, Bureau, Office and select 'Edit/delete'.

Office Level Management

Agency: 77 - All Agencies Bureau: 00 - All Bureaus Office: 000 - All Offices

Office Code: Office Name/Description: Create New Office

| Office Code | Office Name | Actions |
|-------------|-------------|---------|
|-------------|-------------|---------|

Figure 4-7. Office Management

2. Select your agency and bureau from the Agency and Bureau drop-down lists (for most users, the Agency field will display your agency and cannot be modified) and then select the **Create New Office** button.

The new office will be created, and the message '**Office Code ## Added**' will be displayed, as shown in Figure 4-8.



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| Office Code | Office Name | Actions |
|-------------|---------------|-------------|
| 13 | OFFICE NO. 13 | Edit Delete |

Figure 4-8. Office Added

3. To edit or delete an office: Select an agency, bureau, and office from the corresponding drop-down lists.

The **Office Code** and **Office Name/Description** will be displayed at the bottom of the screen, and the **Edit** and **Delete** buttons will become visible, as shown in Figure 4-9.

| Office Code | Office Name | Actions |
|-------------|---------------|-------------|
| 13 | OFFICE NO. 13 | Edit Delete |

Figure 4-9. Edit/Delete Office

- 3.1. To edit the office, modify the Office Name as desired and then select the **Edit** button. (The Office Code cannot be modified.)
- 3.2. To delete the office: select the **Delete** button.

4.5 Mass Office Transfer

Mass Office Transfer allows a user to transfer all of the Vehicle, License Plate, and User records associated with an office to another office. You should only use this functionality if you want to transfer all of the records. If any of the records are incorrect or you do not want to transfer all of your records, contact your Fleet Manager.

To transfer records from one office to another:

1. Access the FMVRS Main Menu, as described in Section 2.2: Logging in, and then select the **Mass Office Transfer** link in the **Security Menu** module.

The **Mass Office Transfer** screen, shown in Figure 4-10, will be displayed.

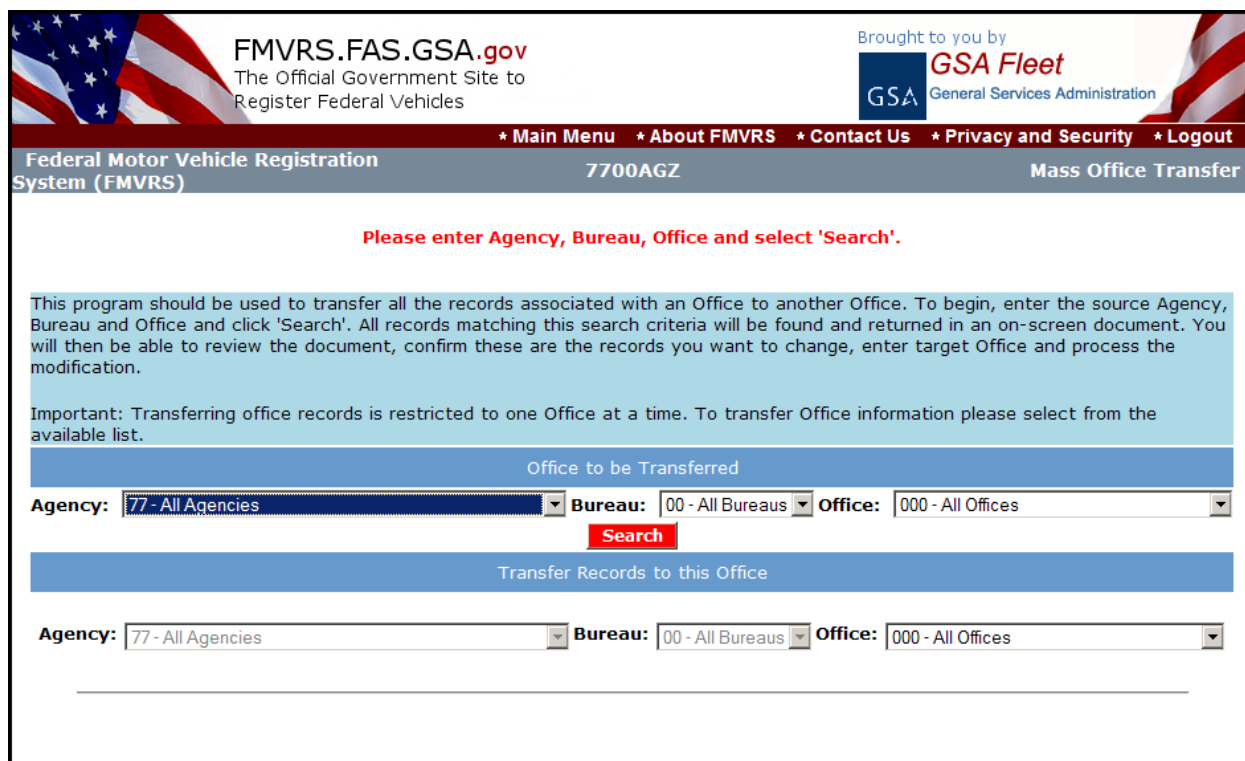


Figure 4-10. Mass Office Transfer

2. From the **Agency**, **Bureau**, and **Office** drop-down lists under **Office to be Transferred** select the agency/bureau/office from which you want to transfer records, and then select the **Search** button. (For most users, the Agency field will display your agency and cannot be modified.)

A report listing the Vehicles, License Plates, and Users associated with that office will be created on your local machine, and the message: **‘Report Created’** will be displayed, as shown in Figure 4-11.



Figure 4-11. Transfer Report Created

3. Select the **here** link at the top of the screen to view the report.
Review the report and make sure that all of the information is correct. If anything is incorrect or you do not want to transfer all of the records, contact your Fleet Manager.
4. Select the **Office** that you want to transfer your records to from the Office drop-down under **Transfer Records to this Office** and select the **Transfer Office** button.
All of your records will be transferred to the new office.



5 Reports Menu

This chapter covers the creation of agency reports. Reports generated by FMVRS are accessible through an email reporting system.

The Reports Menu contains the following sections:

- Agency Vehicle Inventory
- Agency License Plate Inventory

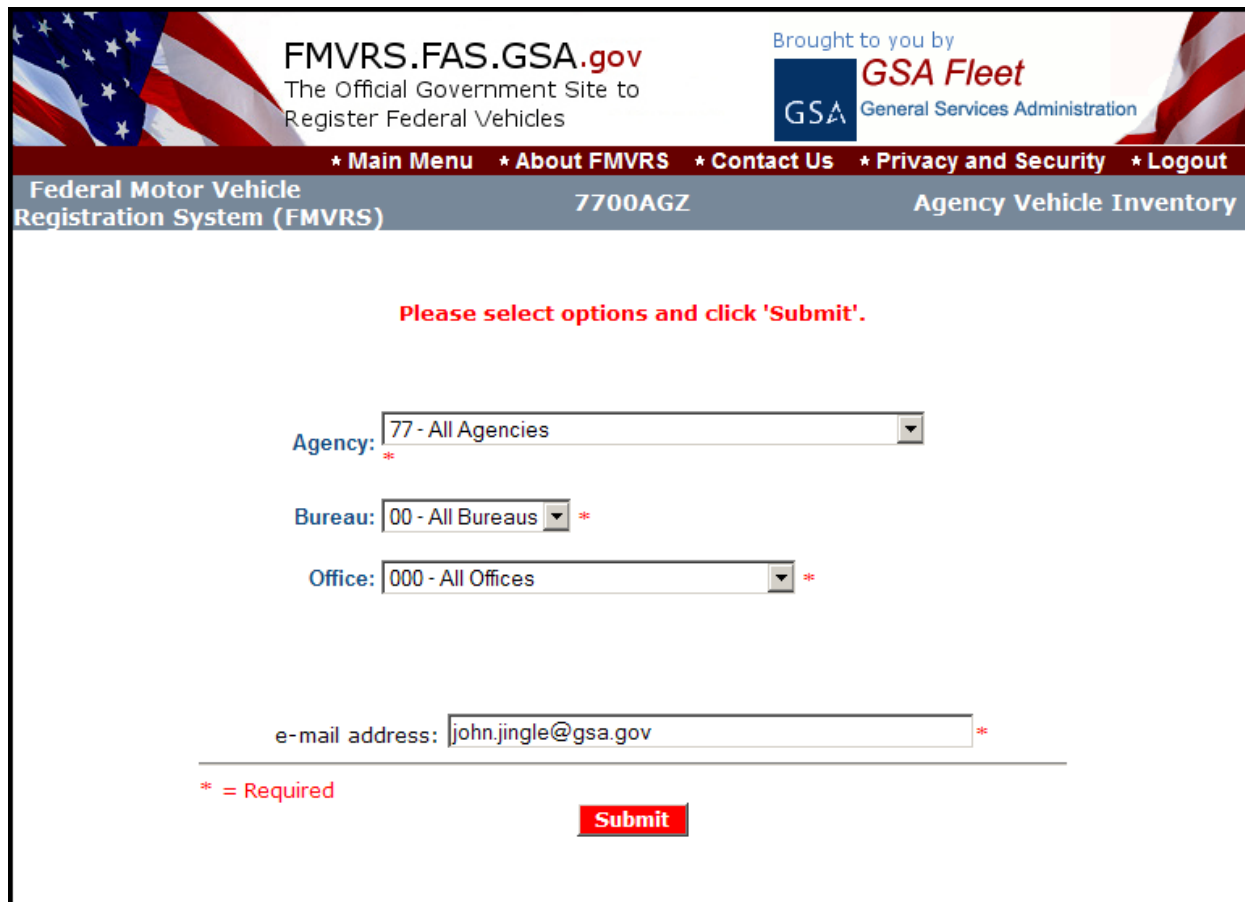
5.1 Agency Vehicle Inventory

The Agency Vehicle Inventory module allows you to create a Vehicle Inventory Report for your agency listing all of the vehicles assigned to your agency/bureau. The report will be created in an Excel format and sent to your email address.

To create a Vehicle Inventory Report for your agency:

1. Access the FMVRS Main Menu, as described in Section 2.2: Logging in, and then select the **Agency Vehicle Inventory** link in the **Reports Menu** module.

The **Agency Vehicle Inventory** screen, shown in Figure 5-1, will be displayed. (Fields marked with a red asterisk (*) are mandatory.)



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Federal Motor Vehicle
Registration System (FMVRS) 7700AGZ Agency Vehicle Inventory

Please select options and click 'Submit'.

Agency: 77 - All Agencies *

Bureau: 00 - All Bureaus *

Office: 000 - All Offices *

e-mail address: john.jingle@gsa.gov *

* = Required

Submit

Figure 5-1. Agency Vehicle Inventory

2. Select the **Agency**, **Bureau**, and **Office** for which you want to run the report. (Unless you are a Super User with access to all vehicle records, the Agency field will display your agency and cannot be modified.)
3. The email address will default to the email address that you previously provided but can be modified.
4. Select the **Submit** button.

An email message from GSA Fleet will be sent to your email address. The message will specify the number of data rows in your report and will contain a link, which will allow you to download the report.

5. Select the link in the email message to download the report.

The report will display records for the Agency for which the Agency Code matches the first two characters of the user's User ID, and will be sorted by Bureau.

Note: your report will be available for 48 hours. To ensure your report remains available beyond the 48 hour window, save a copy to your computer before the window expires.



5.2 Agency License Plate Inventory

The Agency License Plate Inventory module allows you to create a License Plate Inventory Report for your agency listing the license plates assigned to your agency/bureau. The report will be created in an Excel format and sent to your email address.

To create a License Plate Inventory Report:

1. Access the FMVRS Main Menu, as described in Section 2.2: Logging in, and then select the **License Plate Inventory** link in the **Reports Menu** module.

The **Agency License Plate Inventory** screen, shown in Figure 5-2, will be displayed. (Fields marked with a red asterisk (*) are mandatory.)

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Federal Motor Vehicle
Registration System (FMVRS) 7700AGZ Agency License Plate Inventory

Please select options and click 'Submit'.

Agency: 77 - All Agencies *

Bureau: 00 - All Bureaus *

Office: 000 - All Offices *

License Plate Status: AT - Attached to Vehicle *

e-mail address: John.jingle@gsa.gov *

* = Required

Submit

Figure 5-2. Agency License Plate Inventory



2. Select the **Agency**, **Bureau**, and **Office** for which you want to run the report. (Unless you are a Super User with access to all vehicle records, the Agency field will display your agency and cannot be modified.)
3. Select a tag status for your report from the License Plate Status drop-down.
4. Select the **Submit** button.

A message will be sent to your email address. It will specify the number of data rows in your report and will contain a link, which will allow you to download the report.

5. Select the link in the email message to download the report.

The report will display records for the Agency for which the Agency Code matches the first two characters of the user's User ID, and will be sorted by Bureau.

Note: Your report will be available for 48 hours. To ensure your report remains available beyond the 48 hour window, save a copy to your computer before the window expires.



6 License Plates Menu

This chapter allows you to manage License Plates.

The License Plate Menu contains the following sections:

- **License Plate Detail:** allows Tag records to be updated.
- **List of License Plates:** displays a list of Tag numbers for your agency/bureau.
- **Federal Tag Change:** allows a Tag Number to be modified.
- **Assign License Plate to VIN:** allows a Tag number to be assigned to a VIN.
- **Update Plate/VIN Association:** allows an existing association between a license plate and a VIN to be updated to reflect a new expiration date.
- **Disassociate License Plate from VIN:** allows the association between a license plate and a VIN to be terminated.
- **License Plate Status Update:** allows the status of a Tag to be updated.
- **UNICOR Order Maintenance:** allows users to view a list of tag orders and update the status of tags on an order.

6.1 License Plate Detail

License Plate Detail allows you to modify Tag Records and enter Contact Information. (The only Tag Information that can be modified is the Bureau and the Shipping Number.)

To modify a Tag record:

1. Access the FMVRS Main Menu, as described in Section 2.2: Logging in, and then select the **License Plate Detail** link in the **License Plates Menu** module.

The **License Plate Detail – Search** screen, shown in Figure 6-1, will be displayed.

Mandatory fields are indicated with a red asterisk (*).



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Federal Motor Vehicle Registration System (FMVRS) 7700AGZ License Plate Detail

Tag: **Search Tag**

Search on Tag to inquire and update.

Agency Bureau Office Status Expiration date Select

Tag information

Agency: 77 - All Agencies *
Bureau: 00 - All Bureaus *
Office: 000 - All Offices *
Federal Tag: *
Additional Tag:
Order Number:
Shipping Number:
Tag Status: [Click for list of all statuses](#)
Last update:
Tag Expiration date:

Tag Order Contact information

International Address?: ☐
Name: *
Address1: *
Address2:
Address3:
Address4:
City: *
State: -Select one -
Country: UNITED STATES
Zip Code: - *
International Zip: *
Phone: - - *
International Phone: *
Comments:
[Enter additional comments below](#)

Save Comments
Clear Screen

* = Required

Figure 6-1. License Plate Detail – Search

2. Enter a License Plate Number in the Tag field at the top of the screen, and select the **Search** Tag button.

The tag record will be displayed and the Modify button will appear at the bottom of the screen, as shown in Figure 6-2.



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Federal Motor Vehicle Registration System (FMVRS) 7700AGZ License Plate Detail

Tag: JESSICA Search Tag

Make changes and click 'Modify' to update

| Agency | Bureau | Office | Status | Expiration date | Select |
|--------|--------|--------|--------|-----------------|--------|
| 01 | 00 | 000 | MS | 00/0000 | |

Tag information

Agency: 01 - Architect of the Capitol *
Bureau: 00 - Architect of the Capitol *
Office: 000 - All Offices *
Federal Tag: JESSICA *
Order Number: *
Tag Status: MS Tag missing or unaccounted for Click for list of all statuses
Tag Expiration date: 00/0000

Additional Tag: *
Shipping Number: *
Last update: 10/26/2011

Tag Order Contact information

International Address?: ☒
Name: Jessica *
Address1: 2200 Crystal Drive *
Address2: *
Address3: *
Address4: *
City: Arlington *
State: -Select one- *
Country: ZIMBABWE *
Zip Code: - *
International Zip: JES24 *
Phone: - - - *
International Phone: 123456789101211 *

Comments: 05/04/11 01:01 7700JKM - Tag was associated to VIN .1GCGC24K8PE16235

Enter additional comments below

Save Comments

* = Required

Modify Clear Screen

Figure 6-2. License Plate Detail

3. Modify Tag Information and Contact Information as necessary. (Some fields are grayed out and cannot be modified.)

Note: To display a list of tag status codes and descriptions, select the **Select for List of all Statuses** link.

4. Add comments in the **Enter Additional Comments** text field as needed, and then select the **Save Comments** button to save your comments.

The Comments will be saved in the **Comments** text field. (A time stamp and the User's ID will be added automatically.)

5. Select the **Modify** button to save your changes.

The message '**Tag Record Changed**' will be displayed at the top of the screen.



6.2 List of License Plates

The List of License Plates functionality displays a list of license plate records. GSA super-users can view all license plate records, while field administrators can only view records for their agency.

The List of License Plates screen allows you to customize the list of records displayed in three different ways:

- **Reordering:** The list of records can be re-ordered by selecting a value from the Re-Order drop-down list. (Currently records can only be ordered by Federal Tag.)
- **Filtering:** The records displayed on the List of Users screen can be customized by selecting a value from one of the filter drop-down lists. Records can be filtered by:
 - Agency, Bureau, and Office (Unless you are a Super User with access to all records, the Agency filter will be disabled.)
 - Expiration Date
 - Tag Status
- **Searching:** Individual records can be returned by entering a value in one of the search fields. Records can be searched by:
 - Federal Tag
 - Additional Tag
 - VIN

To sort, filter, or search the license plate list:

1. Access the FMVRS Main Menu, as described in Section 2.2: Logging in, and then select the **List of License Plates** link in the **License Plates Menu** module.

The **License Plate List** screen, shown in Figure 6-3, will display a list of license plate records, sorted by Federal Tag.

The list of records displayed will depend on your security level.


Your agency will be displayed in the Agency column.

If there is more than one page of records, the Next button will be displayed at the bottom of the page.



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Federal Motor Vehicle Registration System (FMVRS)

7700AGZ

License Plate List

Federal Tag

Click search button to apply filters and search criteria.

Click 'Reset Criteria' to clear all values in the filter and search criteria.

Page Number: 001

| Agency | Bureau | Office | Fed Tag | Expiry Date YYYY/MM | Addtl. Tag | VIN | Tag Status | Last Updated YYYY/MM/DD |
|----------------------|----------------------|----------------------|----------------------|------------------------|----------------------|----------------------|----------------------|----------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| 47 | 09 | 000 | | 0000/00 | | | PD | 2011/01/20 |
| 47 | 09 | 000 | | 0000/00 | | | PD | 2011/01/20 |
| 70 | 56 | 000 | | 0000/00 | | | TC | 2009/07/13 |
| 17 | 00 | 000 | | 2017/09 | | | TC | 2009/07/09 |
| 21 | 40 | 000 | 36291 | 0000/00 | | | AT | 2009/03/24 |
| 77 | 00 | 000 | g4169969 | 2018/09 | | | SH | 2011/04/18 |
| 47 | 09 | 000 | A | 0000/00 | | | PD | 2011/01/20 |
| 36 | 09 | B05 | AA | 0000/00 | | | PD | 2011/04/13 |
| 00 | 00 | 000 | AAA | 0000/00 | | | DA | 2010/03/02 |
| 01 | 03 | 000 | AAAA | 0000/00 | | | RC | 2010/02/26 |
| 00 | 00 | 000 | AAAAAAA | 0000/00 | | | RT | 2010/01/28 |
| 00 | 00 | 000 | AAAB | 0000/00 | | | PD | 2010/03/08 |
| 15 | 13 | 000 | AAR5143 | 0000/00 | | | DS | 2011/01/14 |
| 12 | 00 | 000 | AAR5143 | 2019/03 | | | TC | 2011/02/18 |
| 12 | 00 | 000 | AAR5143A | 2019/03 | | | RC | 2011/02/22 |

Page Number: 001

Figure 6-3. License Plate List



2. **To reorder the list of user records:** Select a value from the Re-Order dropdown list, and then select the **Re-Order** button. (Currently, Federal Tag is the only value available.)

The records will be sorted based on your selection.

3. **To filter the list of records:** Make a selection from one or more of the filter drop-down lists (Agency, Bureau, Office, Expiration Date, and Tag Status), and then select the **Search** button.

The records matching your filter value will be displayed, as shown in Figure 6-4.

Records can be filtered on more than one value by selecting values from more than one of the filter drop-down lists. (If filters are applied one at a time, each successive filter value will be applied to the list of records returned by the previously entered filter value, e.g. if records are filtered by Expiry Date, a list of records with an expiration date that matches the entry will be returned. If another filter is then applied, such as Tag Status, the records for all vehicles with the specified expiration date and tag will be returned.)

(If multiple filters are entered simultaneously, they will be applied from left to right.

4. **To search for records matching a specific value:** Enter a value in one of the search fields (Federal Tag, Additional Tag, and VIN), and then select the **Search** button.

The record matching your search value will be displayed.

5. To clear your searches and start over: Select the **Reset Criteria** button.

Your list of records will be reset to display all records.

The screenshot displays the FMVRS.FAS.GSA.gov website. At the top, there is a navigation bar with links: Main Menu, About FMVRS, Contact Us, Privacy and Security, and Logout. Below this is a header section with the GSA logo and the text "Brought to you by GSA Fleet General Services Administration". The main content area is titled "Federal Motor Vehicle Registration System (FMVRS)" and "7700AGZ". It shows a search results page for "License Plate List". The page indicates "No more TAG records". Below this, there are search filters: "Federal Tag" (dropdown), "Re-Order" button, "Click search button to apply filters and search criteria." (text), "Search" button, "Click 'Reset Criteria' to clear all values in the filter and search criteria." (text), "Reset Criteria" button, and "Page Number: 001". The search results are displayed in a table with the following columns: Agency, Bureau, Office, Fed Tag, Expiry Date (YYYY/MM), Addtl. Tag, VIN, Tag Status, and Last Updated (YYYY/MM/DD). The table contains 10 rows of data.

| Agency | Bureau | Office | Fed Tag | Expiry Date YYYY/MM | Addtl. Tag | VIN | Tag Status | Last Updated YYYY/MM/DD |
|-------------------|---------------------|-------------------|----------|------------------------|------------|-------------------|------------|----------------------------|
| 13 - Department c | 13 - Office of Insp | 000 - All Offices | | | | | | |
| 13 | 13 | 000 | G102781F | 0000/00 | | 1G1ZS57F17F262229 | PD | 2010/12/21 |
| 13 | 13 | 000 | G102781F | 2018/02 | | 1G1ZS57F17F262229 | AT | 2010/12/21 |
| 13 | 13 | 000 | G413960B | 0000/00 | | 1FTYR10D66PA47020 | AT | 2010/12/21 |
| 13 | 13 | 000 | G612501B | 0000/00 | | 1FTZR45E67PA88207 | PD | 2010/10/25 |
| 13 | 13 | 000 | G612501B | 2018/02 | | 1FTZR45E67PA88207 | AT | 2010/10/25 |
| 13 | 13 | 000 | G612502B | 0000/00 | | 1FTZR45E47PA88206 | PD | 2010/10/25 |
| 13 | 13 | 000 | G612502B | 2018/02 | | 1FTZR45E47PA88206 | AT | 2010/10/25 |
| 13 | 13 | 000 | W1314 | 0000/00 | | | AT | 2010/06/17 |
| 13 | 13 | 000 | W1315 | 0000/00 | | | AT | 2010/06/17 |

Figure 6-4. License Plate List – Search

6.3 Federal Tag Change

Federal Tag Change allows you to change the Tag Number attached to a tag record. A Tag should only be changed because of inaccurate Tag information provided by the Agency during bulk upload/ manual entry or by the manufacturer during ordering.

To change a Federal Tag:

1. Access the FMVRS Main Menu, as described in Section 2.2: Logging in, and then select the **Federal Tag Change** link in the **License Plates Menu** module.

The **Federal Tag Change – Search** screen, shown in Figure 6-5, will be displayed.



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Federal Motor Vehicle
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A Tag should only be changed because of inaccurate Tag information provided by the
Agency during bulk upload/manual entry or by the manufacturer during ordering.

Once an inaccurate Tag is changed, it will no longer be usable in the FMVRS.

Enter Tag to be changed and click 'Search'.

Tag Selection

Old Tag

Agency Bureau Office Status Expiration date Select

Figure 6-5. Federal Tag Change – Search

2. Enter the Tag Number of the tag to be changed in the Old Tag field, and select the Search button.

The Tag Record will be displayed, as shown in Figure 6-6.



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Federal Motor Vehicle Registration System (FMVRS) 7700AGZ Federal Tag Change

Please confirm you want to change the Tag entered.
After confirmation, enter the new Tag and click 'Submit' to change.

[Tag Selection](#)

Old Tag --> New Tag

[Tag Information](#)

Agency: Bureau:
Office:
Order Number:
Tag Status: Additional Tag:
Shipping Number:
Tag Expiration Date: Last update:

[Go to License Plate Detail Screen](#)

Figure 6-6. Federal Tag Change

Note: The Go to License Plate Detail Screen link at the bottom of the page will take you to the License Plate Detail screen and populate it with the Old Tag information.

3. Enter the New Tag number and select the **Submit** button.

Unless the New Tag already exists, a pop-up message, shown in Figure 6-7, will be displayed describing the conditions under which a Tag can be changed and asking you to confirm your decision.

If the New Tag already exists, the following error message will be displayed: **The New Tag already exists in FMVRS.**

If the Old Tag is in 'TC' status an error message will be displayed informing you that the Old Tag is in Tag Change status and can no longer be used in FMVRS.

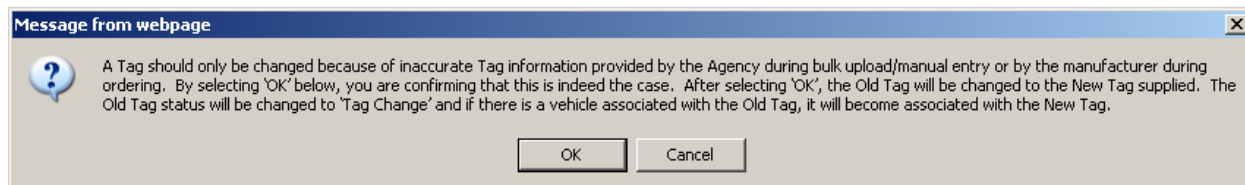
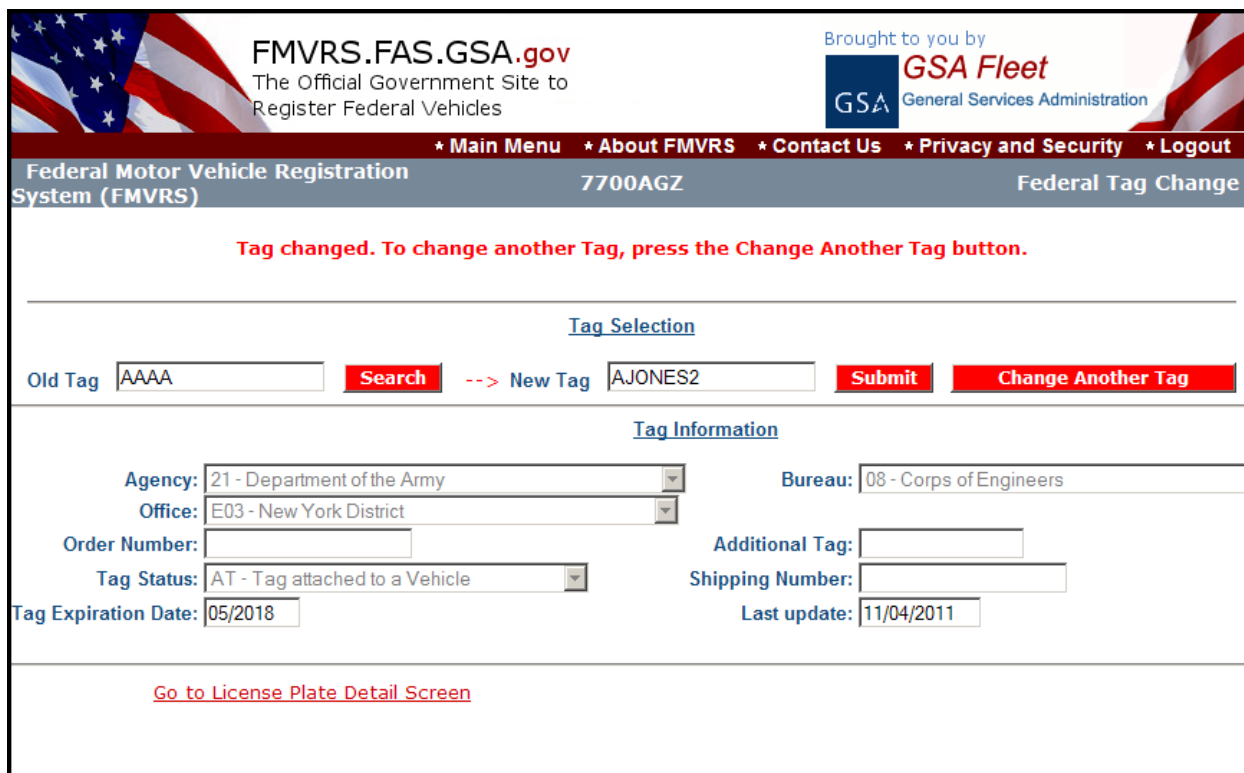


Figure 6-7. Message

4. Select **OK** to proceed.

After validation, the tag will be changed and the message ‘Tag Changed’ will be displayed at the top of the screen, as shown in Figure 6-8.

The status of the old tag will be changed to ‘TC’ and a New Tag will be created with the Old Tag information. If the Old Tag was attached to a VIN, the New Tag will be attached to the VIN and the Vehicle Record will be updated.



The screenshot displays the FMVRS.FAS.GSA.gov website interface. At the top, there is a navigation bar with links: Main Menu, About FMVRS, Contact Us, Privacy and Security, and Logout. Below this, a header section identifies the site as the 'Federal Motor Vehicle Registration System (FMVRS)' and shows the user ID '7700AGZ'. The main content area features a red message: 'Tag changed. To change another Tag, press the Change Another Tag button.' Below the message is a 'Tag Selection' section with input fields for 'Old Tag' (containing 'AAAA') and 'New Tag' (containing 'AJONES2'), along with 'Search', 'Submit', and 'Change Another Tag' buttons. A 'Tag Information' section follows, containing various dropdown menus and text boxes for 'Agency' (21 - Department of the Army), 'Bureau' (08 - Corps of Engineers), 'Office' (E03 - New York District), 'Order Number', 'Additional Tag', 'Tag Status' (AT - Tag attached to a Vehicle), 'Shipping Number', 'Tag Expiration Date' (05/2018), and 'Last update' (11/04/2011). At the bottom, a link 'Go to License Plate Detail Screen' is visible.

Figure 6-8. Tag Changed



6.4 Assign License Plate to VIN

Assign License Plate to VIN allows a user to associate a License Plate with a VIN.

In order to associate a License Plate with a VIN, the following conditions must be met:

- The Tag and VIN must belong to the same Agency.
- The tag must be in one of the following statuses:
 - **SH** – Shipped
 - **RC** – Received
- The VIN must not have a tag attached and must be in a status of '**AC**', or one of the following ROADS-submitted statuses:
 - **AN** – Available Now
 - **CC** – Shipped
 - **IN** – In Process
 - **SP** – Scheduled for Production

To assign a License Plate to a VIN:

1. Access the FMVRS Main Menu, as described in Section 2.2: Logging in, and then select the **Assign License Plate to VIN** link in the **License Plates Menu** module.

The **Assign License Plates to VIN** screen, shown in Figure 6-9, will be displayed.

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Federal Motor Vehicle Registration System (FMVRS) 7700AGZ Assign License Plate to VIN

VIN: Search VIN Tag: Search Tag

Enter VIN to be assigned and click 'Search VIN'. Enter Tag to be assigned and click 'Search Tag'.

Agency Bureau Office Status Expiration date Select

| Vehicle Information | | License Plate Information | |
|--|--------------------------------------|-------------------------------|-----------------------------------|
| Agency: <input type="text"/> | Bureau: <input type="text"/> | Agency: <input type="text"/> | Bureau: <input type="text"/> |
| Office: <input type="text"/> | | Office: <input type="text"/> | |
| VIN: <input type="text"/> | Equipment #: <input type="text"/> | Tag: <input type="text"/> | Exp date: <input type="text"/> |
| Federal Tag: <input type="text"/> | Additional Tag: <input type="text"/> | Order #: <input type="text"/> | Shipping #: <input type="text"/> |
| Make: <input type="text"/> | Model: <input type="text"/> | Status: <input type="text"/> | Last update: <input type="text"/> |
| Model Year: <input type="text"/> | Color: <input type="text"/> | | |
| Fuel Type: <input type="text"/> | Garage Zip: <input type="text"/> | | |
| Override VIN check: <input type="text"/> | Fast Reported: <input type="text"/> | | |
| Status: <input type="text"/> | | | |

[Go to Vehicle Detail](#) [Go to License Plate Detail](#)

Clear Screen

Figure 6-9. Assign License Plate to VIN



2. Enter a VIN in the VIN field and then select the **Search VIN** button. (The VIN must be in 'Active' (AC) status and not have a Tag attached.)

The Vehicle Information fields will be populated with the vehicle information, as shown in Figure 6-10.

Note: To update vehicle information for the VIN, select the **Go to Vehicle Detail** link. (Select the **Go to Assign License Plate to VIN** link to return to the previous screen.)

3. In the Tag field, enter the Tag number that is to be assigned to the VIN, and then select the **Search Tag** button. (The tag must have a status of 'RC' or 'SH' and it must belong to the same agency as the VIN.)

If the Tag and VIN pass validation, a list of possible matches for the Tag Number will be displayed in the table above the vehicle and tag information fields, shown in Figure 6-10

Note: To update information for your tag, select the **Go to License Plate Detail** link. (Select the **Go to Assign License Plate to VIN** link to return to the previous screen.)

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Federal Motor Vehicle Registration System (FMVRS) 7700AGZ Assign License Plate to VIN

VIN: 999999999999 Search VIN Tag: G4169969 Search Tag

Select a Tag from the following list. Enter Tag to be assigned and click 'Search Tag'.

| Agency | Bureau | Office | Status | Expiration date | Select |
|--------|--------|--------|--------|-----------------|----------------------------------|
| 21 | 04 | 001 | PD | 00/0000 | <input checked="" type="radio"/> |

Vehicle Information

Agency: 21 Bureau: 04 Office: 000

VIN: 999999999999 Equipment #:

Federal Tag: Additional Tag:

Make: Ford Model: Comet

Model Year: 2001 Color: 01

Fuel Type: GASDE Garage Zip: 00000-0000

Override VIN check: Yes Fast Reported: Yes

Status: AC-Active

License Plate Information

Agency: Bureau:

Office: Tag: Exp date:

Order #: Shipping #:

Status: Last update:

[Go to Vehicle Detail](#) [Go to License Plate Detail](#)

[Clear Screen](#)

Figure 6-10. VIN Selected

4. In the Select column, select the radio button that matches your tag information. (There may be more than one tag listed if a tag exists with multiple expiration dates.)
5. The License Plate Information fields will be populated with the tag information and the Assign VIN and Tag button will be displayed at the top of the screen, as shown in Figure 6-11



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Federal Motor Vehicle Registration System (FMVRS) 7700AGZ Assign License Plate to VIN

VIN: 999999999999 Search VIN <-- Assign VIN and Tag --> Tag: G4169969 Search Tag

| Agency | Bureau | Office | Status | Expiration date | Select |
|--------|--------|--------|--------|-----------------|--------|
| 21 | 04 | 001 | PD | 00/0000 | |

Vehicle Information

Agency: 21 Bureau: 04

Office: 000

VIN: 999999999999 Equipment #:

Federal Tag: Additional Tag:

Make: Ford Model: Comet

Model Year: 2001 Color: 01

Fuel Type: GASDE Garage Zip: 00000-0000

Override VIN check: Yes

Status: AC-Active

License Plate Information

Agency: 21 Bureau: 04

Office: 001

Tag: G4169969 Exp date: 00/0000

Order #: Shipping #:

Status: PD Pending Destruction Last update: 10/13/2011

[Go to Vehicle Detail](#) [Go to License Plate Detail](#)

Clear Screen

Figure 6-11. Tag selected

- To assign the license plate to the VIN, select the **Assign VIN and Tag** button.

The Tag will be assigned to the VIN.

The message '**Tag Assigned to VIN**' will be displayed at the top of the screen.

The status of the Tag will be changed to '**AT**.'

If the vehicle was in one of the 'ROADS-submitted' statuses, the status will be changed to '**AC**.'

6.5 Update Plate/VIN Association

Update Plate/VIN Association allows an existing association between a license plate and a VIN to be updated to reflect a more recent—though identical—plate with a new expiration date.

To Update a Plate/VIN association:

1. Access the FMVRS Main Menu, as described in Section 2.2: Logging in, and then select the **Update Plate/VIN Association** link in the **License Plates Menu** module.

The **Update Plate/VIN Association** screen, shown in Figure 6-12, will be displayed.

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Federal Motor Vehicle
Registration System (FMVRS) 7700AGZ Update Plate/VIN Association

This program should be used to update an existing plate/VIN association with an identical
new
plate having a more recent and unique expiration date.

To FIND a record, search on TAG or VIN.

Tag: Search Tag VIN: Search VIN

Figure 6-12. Update Plate/VIN Association


2. Enter the Tag Number or VIN of the Tag/VIN to be updated, and then select the **Search Tag** or **Search VIN** button.

The Vehicle Information fields will be populated with record data from the associated vehicle, as shown in Figure 6-13.





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Federal Motor Vehicle Registration System (FMVRS)7700AGZUpdate Plate/VIN Association

Select the version of the tag that you would like to associate to the VIN and press 'Update'. After the submission process, the Tag selected will change to 'Attached'(AT) status and the previous Tag in the association will change to 'Pending Destruction' (PD) status.

| Tag Information | | | | | |
|-----------------|--------|--------|--------|-----------------|-----------------------|
| Agency | Bureau | Office | Status | Expiration date | Check |
| 36 | 09 | B05 | AT | 00/0000 | <input type="radio"/> |
| 36 | 09 | B05 | SH | 04/2019 | <input type="radio"/> |

Update

Please select one of the Tags from the above list.


| Vehicle Information | | | | License Plate Information | | | |
|----------------------|--------------|------------------------|------------------------|---------------------------|-----------|-------------|---------|
| Agency: 36 | Bureau: 09 | Office: B05 | VIN: JFTRW07W51KE20407 | Agency: | Bureau: | Office: | Tag: |
| Federal Tag: VA16211 | Equipment #: | Additional Tag: | Model: F150 | Order #: | Exp date: | Shipping #: | Status: |
| Make: FORD | Color: GOLD | Garage Zip: 77030-0000 | Fuel Type: GASOLINE | Last update: | | | |
| Status: AC-Active | | | | | | | |

Figure 6-13. Update Plate/VIN Association – with vehicle data

3. Select the version of the tag that you want to associate with the VIN by selecting the appropriate radio button in the Check column of the Tag Information table.


The License Plate Information fields will be updated with the new tag data, as shown in Figure 6-14.





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Federal Motor Vehicle Registration System
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7700AGZ

Update Plate/VIN Association

Select the version of the tag that you would like to associate to the VIN and press 'Update'. After the submission process, the Tag selected will change to 'Attached'(AT) status and the previous Tag in the association will change to 'Pending Destruction' (PD) status.

| Tag Information | | | | | |
|-----------------|--------|--------|--------|-----------------|----------------------------------|
| Agency | Bureau | Office | Status | Expiration date | Check |
| 36 | 09 | B05 | AT | 00/0000 | <input type="radio"/> |
| 36 | 09 | B05 | SH | 04/2019 | <input checked="" type="radio"/> |

Update

Click 'Update' to change assignment.

| Vehicle Information | | | | License Plate Information | | | | | |
|------------------------|------------------------|--|--|------------------------------|-------------------------|--|--|--|--|
| Agency: 36 | Bureau: 09 | | | Agency: 36 | Bureau: 09 | | | | |
| Office: B05 | | | | Office: B05 | | | | | |
| VIN: JFTRW07W51KE20407 | Equipment #: | | | Tag: VA16211 | Exp date: 04/2019 | | | | |
| Federal Tag: VA16211 | Additional Tag: | | | Order #: | Shipping #: | | | | |
| Make: FORD | Model: F150 | | | Status: SH Shipped to Agency | Last update: 07/29/2011 | | | | |
| Model Year: 2001 | Color: GOLD | | | | | | | | |
| Fuel Type: GASOLINE | Garage Zip: 77030-0000 | | | | | | | | |
| Status: AC-Active | | | | | | | | | |

Figure 6-14. Update Plate/VIN Association – with tag data

4. Select the **Update** button to update the tag.

The status of the tags will be changed to reflect the updated status.

The tag that was previously associated with the VIN will be placed in a status of '**PD.**'

The following message will be displayed: **Tag assignment is updated.**

6.6 Disassociate License Plate from VIN

Disassociate License Plate from VIN allows a tag to be removed from association with a VIN to which it is currently attached.

To disassociate a License Plate and VIN:

1. Access the FMVRS Main Menu, as described in Section 2.2: Logging in, and then select the Disassociate License Plate from VIN link in the License Plates Menu module.

The Disassociate License Plate from VIN screen, shown in Figure 49, will be displayed.

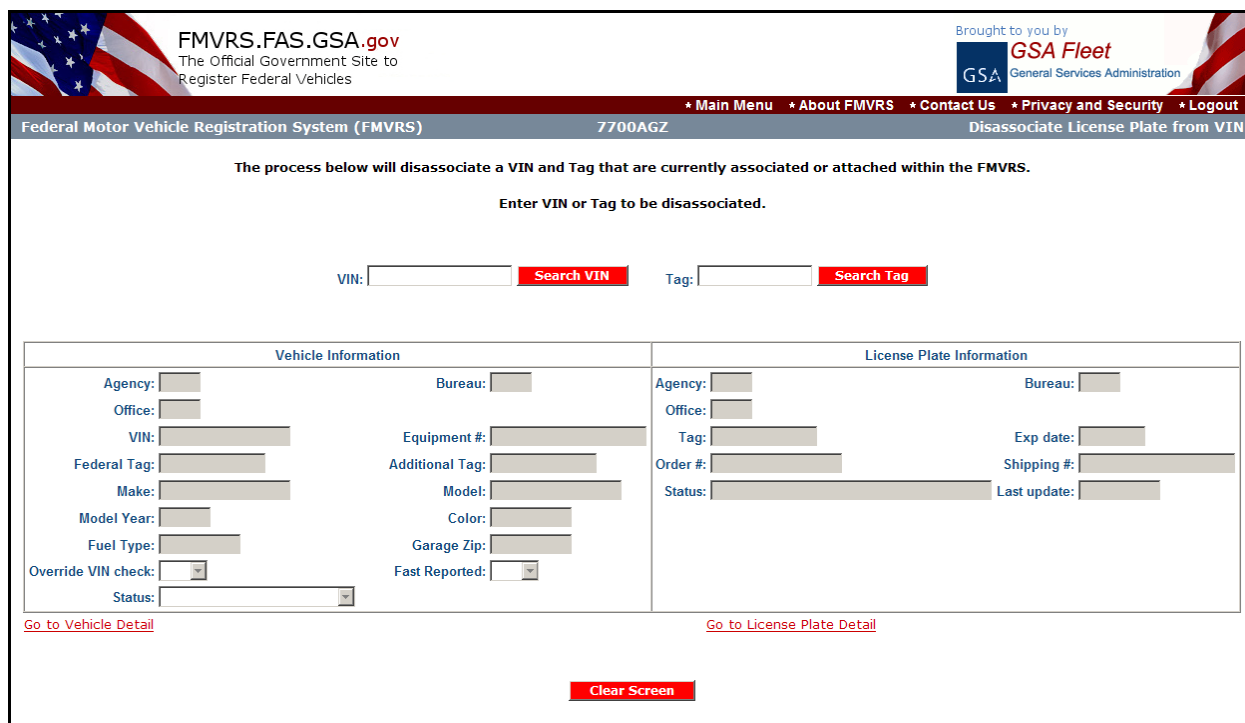


Figure 6-15. Dissociate License Plate from VIN

2. Enter the VIN or Tag number of the VIN/tag to be dissociated, and select the **Search VIN** or **Search Tag** button.

The Vehicle and License Plate data will be populated under Vehicle Information and License Plate Information, as shown in Figure 6-16, and the **Disassociate** button will be displayed.

To reinitialize the data fields and remove all of the entries, select the Clear Screen button.

To clear all of the fields on the screen and start over, select the Clear Screen button.



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Federal Motor Vehicle Registration System (FMVRS) 7700AGZ Disassociate License Plate from VIN

The process below will disassociate a VIN and Tag that are currently associated or attached within the FMVRS.

Press 'Disassociate' to process the disassociation or 'Cancel' to return to the Main Menu without processing.

VIN: JFTRW07W51KE20407 Search VIN Tag: VA16211 Search Tag

Disassociate Cancel

| Vehicle Information | | License Plate Information | |
|-------------------------|------------------------|--------------------------------------|-------------------------|
| Agency: 36 | Bureau: 09 | Agency: 36 | Bureau: 09 |
| Office: B05 | | Office: B05 | |
| VIN: JFTRW07W51KE20407 | Equipment #: | Tag: VA16211 | Exp date: 04/2019 |
| Federal Tag: VA16211 | Additional Tag: | Order #: | Shipping #: |
| Make: FORD | Model: F150 | Status: AT Tag attached to a vehicle | Last update: 11/09/2011 |
| Model Year: 2001 | Color: GOLD | | |
| Fuel Type: GASOLINE | Garage Zip: 77030-0000 | | |
| Override VIN check: Yes | Fast Reported: Yes | | |
| Status: AC-Active | | | |

Go to Vehicle Detail Go to License Plate Detail

Clear Screen

Figure 6-16. Dissociate License Plate from VIN – with data

3. Select the **Disassociate** button.

A pop-up will display a message, shown in Figure 6-17, warning the user that continuing the process will cause the VIN and Tag to become unattached.

Message from webpage

One unique VIN and Tag are meant to be associated with each other for the life of a vehicle. Are you sure you want to process this disassociation?

By clicking 'OK' below you will process the disassociation, which will cause both the VIN and Tag to become unattached and independent. A permanent notation will also appear in the Status sections of both the VIN and Tag indicating the disassociation was made, the date/time, and the user processing.

OK Cancel

Figure 6-17. Warning message

4. Select **OK** to proceed.


The Tag and VIN will be disassociated and the following message '**Tag disassociated from VIN**' will be displayed on the screen—shown in Figure 6-18.

The Status of the tag will be changed to '**RC**' (Received) and can be reattached to another VIN.




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Federal Motor Vehicle Registration System (FMVRS) **7700AGZ** **Disassociate License Plate from VIN**

The process below will disassociate a VIN and Tag that are currently associated or attached within the FMVRS.

Enter VIN or Tag to be disassociated.

Tag disassociated from VIN.

VIN: **Search VIN** Tag: **Search Tag**

| Vehicle Information | | License Plate Information | |
|-----------------------------------|--------------------------------------|-----------------------------------|----------------------------------|
| Agency: 36 | Bureau: 09 | Agency: 36 | Bureau: 09 |
| Office: B05 | | Office: B05 | |
| VIN: JFTRW07W51KE20407 | Equipment #: <input type="text"/> | Tag: VA16211 | Exp date: 04/2019 |
| Federal Tag: <input type="text"/> | Additional Tag: <input type="text"/> | Order #: <input type="text"/> | Shipping #: <input type="text"/> |
| Make: FORD | Model: F150 | Status: RC Tag received by Agency | Last update: 11/09/2011 |
| Model Year: 2001 | Color: GOLD | | |
| Fuel Type: GASOLINE | Garage Zip: 77030-0000 | | |
| Override VIN check: Yes | Fast Reported: Yes | | |
| Status: AC-Active | | | |

[Go to Vehicle Detail](#) [Go to License Plate Detail](#)

Clear Screen

Figure 6-18. Tag Dissociated from VIN

6.7 License Plate Status Update

License Plate Status Update allows you to update the status of a Tag assigned to your agency/bureau.

To update the status of a Tag:

1. Access the FMVRS Main Menu, as described in Section 2.2: Logging in, and then select the **License Plate Status Update** link in the **License Plates Menu** module.

The **License Plate Status Update** screen, shown in Figure 6-19, will be displayed.



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Federal Motor Vehicle Registration System (FMVRS) 7700AGZ License Plate Status Update

Enter License Plate number and click 'Search'.

Tag

| Tag information | | | | | |
|-----------------|--------|--------|--------|-----------------|--------|
| Agency | Bureau | Office | Status | Expiration date | Select |

New Status: [Click for list of all statuses](#)

| History | | | |
|---------|------|--------|---------|
| Date | Time | Status | User ID |

Comments

Enter additional comments below

Figure 6-19. License Plate Status Update

2. Enter a Tag number in the Tag field, and select the **Search** button. (If multiple tags exist with unique expiration dates, they will be displayed in the Tag Information table and you must select one of the tags by selecting the appropriate radio button.)

The Tag record will be displayed, as shown in Figure 6-20.

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Federal Motor Vehicle
Registration System (FMVRS) 7700AGZ License Plate Status Update

Select new status and click 'Update Status' to modify

Tag

| Tag information | | | | | |
|-----------------|--------|--------|--------|-----------------|--------|
| Agency | Bureau | Office | Status | Expiration date | Select |
| 21 | 04 | 001 | RC | 00/0000 | |

New Status: [Click for list of all statuses](#)

| Date | Time | User ID |
|------------|----------|---------|
| 10/13/11 | 08:44 AM | 7700GRM |
| 11/07/2011 | 08:44 AM | 7700AGZ |

Comments

10/13/11 11:51 7700GRM - TESTING COMMENTS FOR SINGLE TAG.

Enter additional comments below

Figure 6-20. Update License Plate

3. Select a status from the New Status drop-down, and select the **Update Status** button.

The following updates will take place, as shown in Figure 6-21:

- The tag status will be updated
- The new status will be displayed in the History table
- A date/time stamp and the User ID of the person updating the status will be added to the History table
- The message '**Tag Status Changed**' will be displayed at the top of the screen

Note: To view a list of tag status codes and descriptions, select the **Select for List of all Statuses** link.



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Federal Motor Vehicle
Registration System (FMVRS) 7700AGZ License Plate Status Update

Tag status changed.
Select new status and click 'Update Status' to modify

Tag

| Tag information | | | | | |
|-----------------|--------|--------|--------|-----------------|--------|
| Agency | Bureau | Office | Status | Expiration date | Select |
| 21 | 04 | 001 | RC | 00/0000 | |

New Status: [Click for list of all statuses](#)

| History | | | |
|------------|----------|---------------------------|---------|
| Date | Time | Status | User ID |
| 10/13/2011 | 11:51 AM | PD Pending Destruction | 7700GRM |
| 11/07/2011 | 08:44 AM | RC Tag received by Agency | 7700AGZ |

Comments

10/13/11 11:51 7700GRM - TESTING COMMENTS FOR SINGLE TAG.

Enter additional comments below

Figure 6-21. License Plate Status Changed


4. **To add comments to the record:** Type your comments in the 'Enter additional comments' text box at the bottom of the screen, and select the **Save Comments** button.

Your comments will be saved and displayed in the Comments text box along with a time stamp and the User ID of the user making the change, and the message '**Comments Saved**' will be displayed at the top of the screen, as shown in Figure 6-22.



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Federal Motor Vehicle Registration
System (FMVRS)

7700AGZ

License Plate Status Update

Comments saved

Select new status and click 'Update Status' to modify

Tag

Tag information

| Agency | Bureau | Office | Status | Expiration date | Select |
|--------|--------|--------|--------|-----------------|--------|
| 21 | 04 | 001 | RC | 00/0000 | |

New Status:

- Select -

[Click for list of all statuses](#)

History

| Date | Time | Status | User ID |
|------------|----------|---------------------------|---------|
| 10/13/2011 | 11:51 AM | PD Pending Destruction | 7700GRM |
| 11/07/2011 | 08:44 AM | RC Tag received by Agency | 7700AGZ |

Comments

11/07/11 09:33 7700AGZ - New Comments

10/13/11 11:51 7700GRM - TESTING COMMENTS FOR SINGLE TAG.

Enter additional comments below

Figure 6-22. Comments Saved



6.8 UNICOR Order Maintenance

The UNICOR Order Maintenance module allows users to view a list of tag orders and update the status of an order.

To view/ update an order:

1. Access the FMVRS Main Menu, as described in Section 2.2: Logging in, and then select the **UNICOR Order Maintenance** link in the **License Plates Menu** module.


The UNICOR Order Maintenance screen, shown in Figure 6-23, will be displayed.

Note: An order may contain one or more tags. All of the tags that are uploaded in a single file with the same order number will be represented by a single record on the Order Maintenance screen. If a second file is uploaded with the same order number, a separate record will be displayed with the same order number.


For any given order number:


- The Tag Start field displays the first tag number in the range of tags for that order.
- The Tag End field displays the last tag number in the range of tags for that order.
- The Tag Qty field indicates the total number of tags associated with that specific order.
- The Status field indicates the status of all of the tags associated with a specific order number.





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7700AGZ

UNICOR Order Maintenance

Order #

No more UNICOR Order records

Select an order and click 'Show Details'.


| Order # | Job # | Serial # | Web ID | Tag Start | Tag End | Tag Qty | Status | Select |
|---------|------------------|----------|--------|-----------|----------|---------|--------|----------------------------------|
| ABC123 | ABC123 | 0001 | ABC123 | W0001 | W0010 | 10 | SH | <input checked="" type="radio"/> |
| 999 | 2011062812001429 | 0001 | | W123 | W126 | 4 | RC | <input type="radio"/> |
| ABC444 | ABC123 | 0001 | ABC123 | W0301 | W0310 | 10 | SH | <input type="radio"/> |
| ABC555 | ABC123 | 0001 | ABC123 | W0401 | W0410 | 10 | SH | <input type="radio"/> |
| ABC333 | ABC123 | 0001 | ABC123 | W0201 | W0210 | 10 | SH | <input type="radio"/> |
| ABC222 | ABC123 | 0001 | ABC123 | W0101 | W0110 | 10 | SH | <input type="radio"/> |
| 1 | 2011101311442374 | 0001 | | G1000000 | G1000001 | 2 | SH | <input type="radio"/> |
| 1 | 2011101311473856 | 0001 | | G1000000 | G1000001 | 2 | SH | <input type="radio"/> |
| 1 | 2011101311483655 | 0001 | | G1000000 | G1000001 | 2 | SH | <input type="radio"/> |
| 1 | 2011101311512644 | 0001 | | G1000000 | G1000001 | 2 | SH | <input type="radio"/> |

Figure 6-23. UNICOR Order Maintenance



2. Enter an Order Number in the Order # field, and then select the **Search** button.
All of the records with that order number will be displayed.
3. Select the order that you want to view/update by marking the corresponding radio button in the select column, and then select the **Show Details** button.
The **Order Details** screen, shown in Figure 6-24, will display details for the record.






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7700AGZ

UNICOR Order Maintenance

Enter a new status or Agency/Bureau/Office to update all all tags on the order.

Order #

5478643

Search

New Status

- Select -

Update Status

Agency:

12 - Department of Agriculture

Bureau:

00 - Department of Agriculture

Office:

000 - All Offices

Update Agency/Bureau/Office

UNICOR Order Information

Agency:

12

Bureau:

00

Web ID:

5478

Order #:

5478643

Job #:

2011102008351928

Serial #:

0001

Range Start:

A874588

Range end:

A874588

Start format:

NYYYYYY

End format:

NYYYYYY

Variable characters:

07

Shipping #:

Order quantity:

1

Order status:

SH

Contact:

Jessica Mueller

City:

Arlington

Address 1:

2200 Crystal Drive

State:

VA

Address 2:

Zip code:

22202-0000

Address 3:

Phone:

703-605-9563

Address 4:

Email:

JESSICA.MUELLER@GSA.GOV

History

| Date | Status | User ID |
|------|--------|---------|
|------|--------|---------|

Comments

Enter additional comments below

Save Comments

Clear Screen

Figure 6-24. Order Details

L-MNF-UM003-02

79

February 23, 2012

Controlled Unclassified Information




4. To update the status of the order, select a new status from the **New Status** drop-down list and select the **Update Status** button.

The status of the order will be updated, as shown in Figure 6-25, and the new status will be displayed in the History table, along with a date/time stamp and the User ID of the user making the change. (This will update the status of all of the tags associated with that order.)



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UNICOR Order Maintenance

Status of Order and Plates updated.

Enter a new status or Agency/Bureau/Office to update all all tags on the order.

Order #

New Status

Agency:

Bureau:

Office:

UNICOR Order Information

Agency:

Bureau:

Web ID:

Order #:

Job #:

Serial #:

Range Start:

Range end:

Start format:

End format:

Variable characters:

Shipping #:

Order quantity:

Order status:

Contact:

City:

Address 1:

State:

Address 2:

Zip code:

Address 3:

Phone:

Address 4:

Email:

History

| Date | Status | User ID |
|------------|------------------------------|---------|
| 11/08/2011 | RC - Tags received by agency | 7700AGZ |

Comments

11/08/11 09:13 7700AGZ - Comments

Enter additional comments below

Figure 6-25. Order Status Updated



5. To update the bureau/office associated with the order, select a bureau and office from the Bureau and Office drop-downs and then select the **Update Agency/Bureau/Office** button. (The agency associated with the order is grayed out and cannot be changed.)

The bureau and office associated with the order will be updated. (This will update the status of all of the tags associated with that order.)

6. To add comments for the order, enter comments in the Enter Additional Comments text box and select the **Save Comments** button.

Your comments will be saved to the Comments text box. A date/time stamp and your User ID will be inserted next to your comments.



Appendix A. Abbreviations, Acronyms and Definitions

The following abbreviations, acronyms, and definitions are used within this document and throughout GSA.

| Abbreviation | Definition |
|---------------------|---|
| ATM | Asset and Transportation Management |
| FAS | Federal Acquisition Service |
| FMVRS | Federal Motor Vehicle Registration System |
| GSA | General Services Administration |
| MNF | Main Frame |
| OCIO | Office of the Chief Information Officer |
| OGP | Office of Government-wide Policy |
| POC | Point of Contact |
| ROADS | Requisitions, Ordering and Documentation System |
| SBU | Sensitive but Unclassified |
| UM | User Manual |
| UNICOR | Federal Prison Industries |
| VIN | Vehicle Identification Number |



Appendix B. License Plate Status Codes

This appendix provides a description of license plate status codes.

| Code | Status | Meaning |
|------|---------------------|---|
| AT | Attached | The tag is attached to a VIN |
| DA | Destroyed by Agency | Only tags that do not have an expiration date can be destroyed by an Agency—tags with expiration dates must be returned to UNICOR for their final disposition |
| DS | Destroyed | Tag has been destroyed by UNICOR. (This status can only be assigned by UNICOR.) |
| MS | Missing | The tag is missing or unaccounted for |
| PD | Pending Destruction | The tag has been sent back to UNICOR for destruction. (This status is assigned by the Agency.) |
| RC | Received | The tag has been received by an Agency and Stored, and the Tag Data file has been uploaded to the FMVRS database. |
| RT | Returned | The tag has been returned to UNICOR. (This status is assigned by UNICOR when the tag is in their possession.) |
| SH | Shipped | The tag has been shipped from UNICOR. (This status is assigned by UNICOR when the tag has been shipped.) |
| TC | Tag Change | The tag number has been changed. (A tag can only enter this status through the tag change process.) |



Appendix C. Upload Supplement



Agency Upload Supplement

For

Federal Motor Vehicle Registration System (FMVRS)

Version 1.0

**Fleet and Transportation Management System
Asset Transportation & Management Division**

Federal Acquisition Service (FAS)

2008/10/09

Prepared By:

Unisys

**U.S. Federal Government Group
2200 Crystal Drive
Arlington, VA 22202**



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Introduction

Audience

This Agency Upload Supplement is intended for all U.S. Federal government agencies.

Purpose

The purpose of this supplement is to help Federal Government agencies upload vehicle information for existing vehicles to the Federal Motor Vehicle Registration System (FMVRS) database.

Background

In accordance with existing requirements, GSA will begin collecting vehicle information on all vehicles registered to Federal Government agencies. This information, which will include the VIN, Tag number, and Contact information for each vehicle, will be stored in the Federal Motor Vehicle Registration System (FMVRS) database.

FMVRS will start collecting this information on **new** vehicles at their ordering point in the ROADS/ UNICOR systems beginning with the 2009 ordering year. In order to collect information on **outstanding** vehicles in agency fleets, an upload process will be initiated to allow users to perform bulk uploads of vehicle information on existing government vehicles.

This upload process will only be available to users during the initial data collection period. Once FMVRS goes live and the collection of new vehicle information begins, the bulk upload process will be suspended and agencies will be required to add vehicle information to the database online, on an individual basis.

Preparing Your Data

Before your data can be uploaded, your Excel spreadsheet must be prepared.

To prepare your spreadsheet:

1. Open the Microsoft Excel spreadsheet that contains your list of vehicles.
2. Open the Save As dialog box (File>Save As).
3. Display the Save as type drop-down list and select **Text (Tab delimited)**.
4. Click **OK** and **Yes** on the dialog boxes that pop up, and then close Microsoft Excel.

Logging in to FMVRS

Accessing FMVRS

To access the FMVRS Home Page:

1. Open your internet browser and enter the URL for the FMVRS web site:
fmvrs.fas.gsa.gov

The FMVRS Home page, shown in Figure 1, will be displayed.



Figure 1. FMVRS Home Page

Logging in

To log in to FMVRS:

1. Access the FMVRS Home Page, shown in Figure 1, and click the **Continue** button in the upper right corner.

The Login screen, shown in Figure 2, will be displayed.

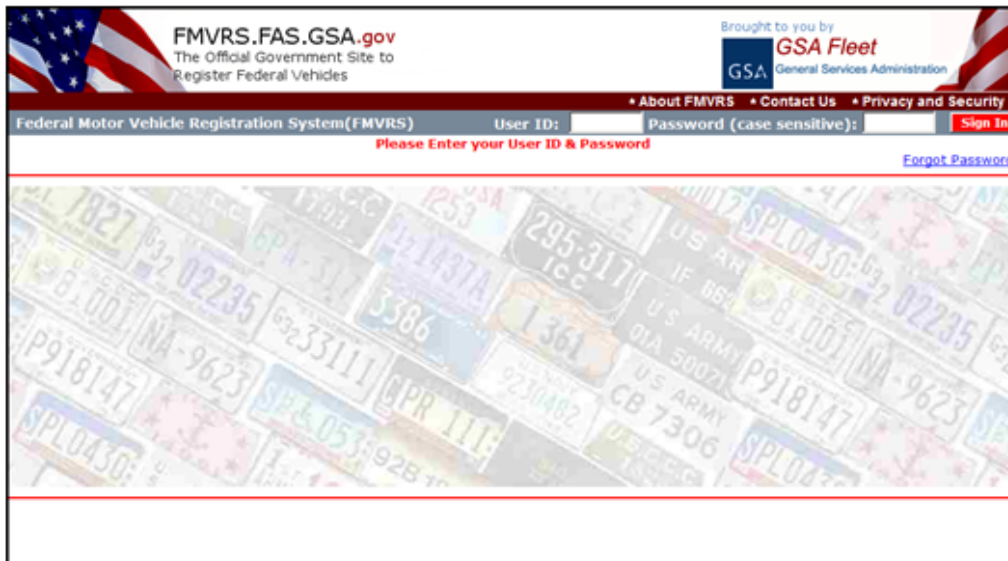


Figure 2. Login

2. Enter the User ID and Password provided by your agency's point of contact, and then click the **Sign in** button.

Unless you are logging in for the first time: The Main Menu, shown in Figure 4, will be displayed. (If you have already updated your account information, skip the section: *Updating Your Account Information*, and continue with the section: *Uploading your Data*.)

If you are logging in for the first time: The My Account screen, shown in Figure 3, will be displayed, and you will be prompted to enter your account information and change your password. (If you are logging in for the first time, continue with the next section: *Updating Your Account Information*.)

Updating Your Account Information

If you are logging in for the first time, the My Account screen will be displayed when you attempt to log in, and you will be prompted to update your account information and change your password. You can update your account information anytime by clicking the *My Account* link on the Main Menu screen under *Security Menu*.

To update your account information:

1. Access the My Account screen, shown in Figure 3, and enter your personal information. (Entries are required in all fields.)
2. Create a new password, following the Password Rules displayed at the bottom of the screen, and then click the **Submit** button.
3. Once you have successfully submitted your new account information and password, click the **Main Menu** selection on the menu bar at the top of the screen to continue.

The FMVRS Main Menu, shown in Figure 4, will be displayed.

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Federal Motor Vehicle Registration System (FMVRS) My Account

Please enter old & new passwords and click "Submit".

User ID: 1005TTT
Name: Testing
Phone:
Email Id:
Secret question:
Secret answer:
Old Password:
New Password:
Confirm New Password:
* = Required

Submit

Password Rules:
1. Must be 8 characters long.
2. Must not have spaces.
3. First and last characters must not be numeric.
4. Must have at least one special character, one number and one letter.
5. Must not be re-used.
6. Must not contain the User ID.
7. Must not contain any 3 consecutive characters from the previous password.

Figure 3. My Account

Uploading Your Data

Before you can upload your data, your Excel spreadsheet must be saved as a *Text* type, as previously described.

To upload your data:

1. Access the Main Menu, shown in Figure 4, and click the **Bulk Data Upload** icon in the middle of the screen.
A dialog box will be displayed.
2. Click **OK** on the dialog box to open the file.
3. Accept any security certificate requests and wait for the FMVRS application to download.
If requested, click **Run** to run the application.

The FMVRS Data Upload screen, shown in Figure 5, will be displayed.



Figure 4. FMVRS Main Menu

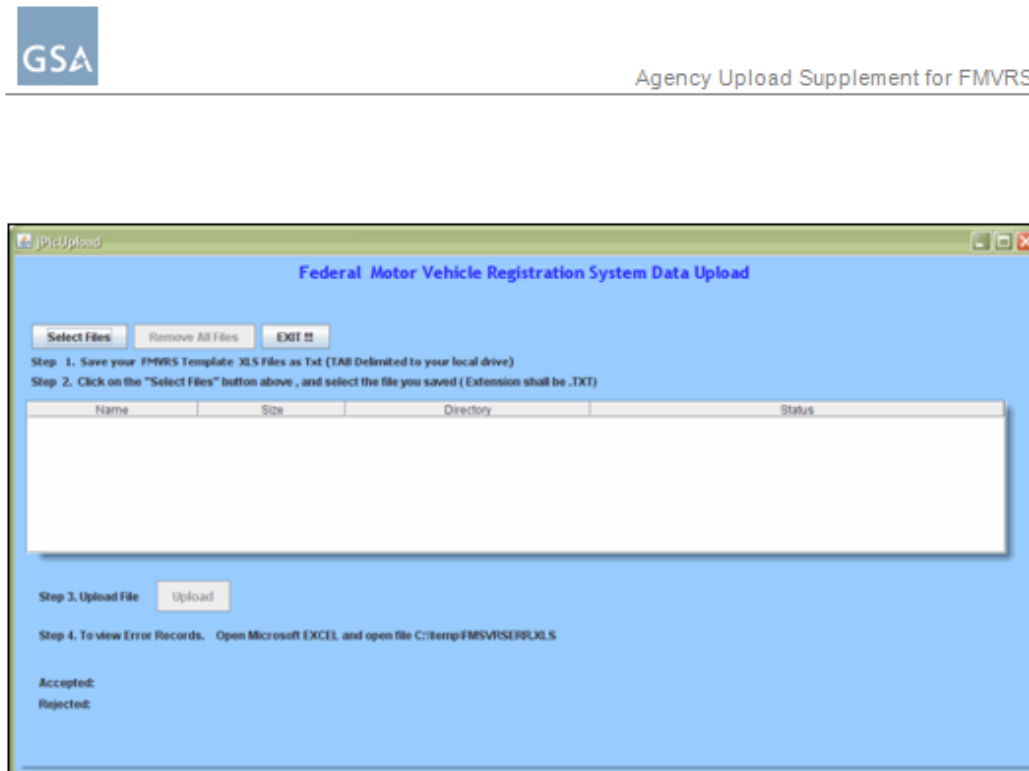


Figure 5. FMVRS Data Upload

4. Click the **Select Files** button.
A file open dialog box will be displayed.
5. Select the *Text (Tab Delimited)* file that you created, and click **Open**.
6. Click the **Upload** button in Step 3 on the Upload screen to upload your file.
The record count, which will be displayed in the Status column, will increment as the data is uploaded.
When the upload is complete, the status of the upload will be displayed in the Status column, and a file containing upload error messages will be created in your temp folder—as indicated in Step 4 on the Data Upload screen.
The number of files Accepted and Rejected will be indicated on the lower left of the screen.
7. Once the upload is complete, click the **EXIT** button.
8. Log out of FMVRS and close the browser.
9. To review the records that were rejected by the upload process and to see the reject codes go to: C:\temp\FMSVRSERR.xls.